



Town of Arlington Board of Selectmen

Meeting Agenda

February 6, 2017

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

CONSENT AGENDA

1. Minutes of Meetings: January 23, 2017

PUBLIC HEARINGS

2. 7:15 p.m. CDBG - Performance Update for Program Year 2016-2017
Jennifer Raitt, Director, Planning & Community Development
3. 7:15 p.m. Vote: CDBG Requests for FY2017-2018 Funding
Jennifer Raitt, Director, Planning & Community Development

APPOINTMENTS

4. Equal Opportunity Committee
Andrea Haas (term to expire 1/31/2020)
5. Human Rights Commission
David Swanson (term to expire 1/31/2020)
6. Redevelopment Board
Eugene Benson (term to expire 1/31/2020)

TRAFFIC RULES & ORDERS / OTHER BUSINESS

7. Request: One Space On Street Overnight Parking @ 55 Brantwood Road
Charlotte Pierce and David Wilcox
8. Vote: a) Special Town Meeting, April 26, 2017
b) Opening of Special Town Meeting Warrant, February 15, 2017
Diane M. Mahon, Chair

WARRANT ARTICLE HEARINGS

Articles for Review

- Article 21 Vote/Surveillance Study Group
- Article 22 Acceptance of Legislation/Senior Property Tax Work-Off Program
- Article 23 Acceptance of Legislation/Veteran Property Tax Work-Off Program
- Article 24 Acceptance of Legislation/Elderly and Disabled Taxation Fund
- Article 25 Acceptance of Legislation/CPI Adjustment for Elderly Residents

CORRESPONDENCE RECEIVED

Request Closing Eustis Street Northbound 4:00 p.m. - 6:30 p.m.

Dr. Rebecca and Dr. David Porteous, 14 Eustis Street

NEW BUSINESS**EXECUTIVE SESSION**

Next Meeting of BoS February 27, 2017



Town of Arlington, Massachusetts

Minutes of Meetings: January 23, 2017

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	1.23.17_draft_minutes_.docx	Draft minutes 1.23.17

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, January 23, 2017
7:15 PM

Present: Mrs. Mahon, Chair, Mr. Dunn, Vice Chair, Mr. Greeley, Mr. Curro
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka.
Absent: Mr. Byrne.

The Board asked for a moment of silence in memory of Courtney Jones, a 25 year young resident who passed away Saturday after a lengthy battle with cancer. Courtney was involved in the Arlington Pop Warner Football/Cheerleading Program, Arlington Children's Theatre, and Arlington's Relay for Life. The Board expressed their deepest condolences to Courtney's family.

PROCLAMATIONS

1. Proclamation: Nancy and Chuck Pappas - Swifty Printing
Kevin F. Greeley, Selectman
(tabled from 1.9.17 meeting)

Mr. Greeley read the Proclamation. After thirty-five (35) years as owners of Swifty Printing, Nancy and Chuck are retiring. The Board thanked them for their many contributions to the Town of Arlington.

CONSENT AGENDA

2. Minutes of Meetings: January 9, 2017

Mr. Dunn moved approval.

SO VOTED (3-0-1)
Mr. Greeley abstained.

3. Request: Special (One Day) Beer & Wine License, 1/28/17 @ Robbins Memorial Town Hall for Arlington Center for the Arts Gala
Lisa Pedulla, Arlington Center for the Arts

Mr. Greeley moved approval.

SO VOTED (4-0)

4. REAPPOINTMENTS (terms to expire 1/31/2020)

Board of Youth Services

Mary DeCoursey

Joan Lehrich

Carlene Newell

Commission on Arts & Culture

Carla Dorato

Aimee Taberner

Commission on Disabilities

Susan James

Conservation Commission

Eileen Coleman

Michael S. Nonni

Historical Commission

Diane Schaefer

Park & Recreation Commission

Shirley Canniff

Redevelopment Board

Andrew Bunnell

Trust Fund Commission

Damon Barglow

Mr. Greeley moved approval.

SO VOTED (4-0)

5. Request: Change of Hours for All Alcohol License
Not Your Average Joe's, Lauren Dexter/Manager
645 Massachusetts Avenue

Mr. Greeley moved approval.

SO VOTED (4-0)

PUBLIC HEARINGS

6. Eversource Petition/Lantern Lane @ Hutchinson Road
Richard Schifone, Rights and Permits
(all abutters notified)

Mr. Greeley moved approval subject to all conditions as set forth.

SO VOTED (4-0)

7. Eversource Petition/Morningside Drive @ Bradley Road
Richard Schifone, Rights and Permits
(all abutters notified)

Mr. Dunn moved approval subject to all conditions as set forth.

SO VOTED (4-0)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

No matters were presented for consideration of the Board.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

8. Request: Handicap Parking Sign for 32 Fessenden Road (space on Appleton Place)
Alfred Macaris

Mr. Greeley moved approval subject to all conditions as set forth. SO VOTED (4-0)

9. Request: Third Space On Street Overnight Parking @ 37 Brantwood Road
Harry Lipson

Mr. Dunn moved to deny this request on the recommendation of Officer Corey Rateau, Traffic and Parking Unit, who does not support the issuance of a third space. The Board feels that granting a third space would be contrary to standards applied to previous petitions submitted to and denied by this Board. SO VOTED (4-0)

10. Discussion: Warrant Articles
a. Sanctuary Town

The following citizens spoke regarding the Sanctuary Town Article:

William Harrelson, 27 Ashland Street
Heather Clavin, 52 Highland Avenue
Meghan Bailey, 68 Milton Street
Judy Weinberg, 39 Venner Road
Becky Edmonson, 31 Morton Road
Lynette Martyn, 18 Eustis Street

Ms. Weinburg, a Human Rights Commission member, presented a proposed warrant article/resolution for Arlington to become a Sanctuary Town. The Town would be joining hundreds of municipalities nationwide in providing a safe haven and sanctuary for undocumented residents, protecting them from hate and prejudice. This resolution shall not prevent law enforcement at the time of an arrest from investigating their immigration status. Chief Ryan stated that the way the Police Department conducts duties and sets policies is essentially in the same manner of a sanctuary designation. Chief Ryan reported that over the last 1000 criminal arrests that have occurred in the Town only one had an immigration detainer, which federal officials chose not to pursue.

The Board stated the Human Rights Commission would have their full support in making the Town a welcome place for undocumented immigrants. Mr. Curro stated that he thinks it is important that it comes from the leadership of the Town. Mr. Chapdelaine stated the Town receives approximately \$5 million annually in federal funding and could possibly lose those funds if it becomes a Sanctuary Town. Lynette Martyn stated that the symbolic gesture of being a Sanctuary Town is crucial so undocumented immigrants know about the Town's progressive policing policies and encourages more willingness to report crimes.

Mr. Curro moved that the Board co-sponsor with the Human Rights Commission the correct language to be used in the article/resolution presented to Town Meeting. SO VOTED (4-0)
Town Counsel Heim will confer with the Human Rights Commission and any interested citizen

regarding the language to be used in the article/resolution. According to Town Counsel, the proposed wording of the Human Rights article for a Sanctuary Town is broader than the wording for a "Trust Act" community.

b. Pride Commission

William Gardiner, 11 Menotomy Rocks Drive, asked the Board to establish a Pride or GLBTQ Commission to advocate for a culture of respect, promote GLBTQ positive policies and to monitor progress toward equality of all persons with regard to sexual orientation and gender identity within the Town. Mel Goldsipe thanked the Board and Town Manager for all the work they do to assure everyone's safety.

The Board voted to sponsor a Bylaw Amendment for Town Meeting. SO VOTED (4-0)

c. Conversion to Appointed Treasurer

Mr. Chapdelaine spoke in favor of converting the office of Town Treasurer from an elected position to an appointed position through a ballot question or referendum pursuant to G.L. C. 41, §1B, Home Rule Legislation or other suitable method.

d. Tax Exemption for Seniors

Douglas W. Heim, Town Counsel

Town Counsel Heim advised that the Council on Aging was going to present several Warrant Articles to assist the Elderly, Veterans and Disabled residents of the Town.

The Board voted to insert Warrant Articles to assist Arlington Seniors as follows:

Acceptance of Legislation/Senior Property Tax Work-Off Program

Acceptance of Legislation/Veteran Property Tax Work-Off Program

Acceptance of Legislation/Elderly and Disabled Taxation Fund

Acceptance of Legislation CPI Adjustment for Elderly Residents

11. Discussion: Statement Regarding President Elect Appointments

Colin Fredericks

Mr. Fredericks thanked the Board for addressing the issues he raised regarding the President-Elect appointments and stated he would be willing to help Mr. Curro draft letter to the Governor with his concerns.

12. Discussion: Ballot Question - Recreational Marijuana Opt-Out

Douglas W. Heim, Town Counsel

Mr. Curro moved receipt of report from Town Counsel Heim. SO VOTED (4-0)

13. FY 2018 Budget Discussion

Adam W. Chapdelaine, Town Manager

Mr. Greeley thanked Mr. Chapdelaine for his presentation of the Fiscal Year 2018 Town Manager's Budget Proposal. Mrs. Mahon asked the Manager if he would look into shifting the debt regarding MWRA.

Mr. Dunn moved receipt of report. SO VOTED (4-0)

14. Town Manager Evaluation Process

Adam W. Chapdelaine, Town Manager

Mr. Greeley moved approval of the process that has been in place.

SO VOTED (4-0)

NEW BUSINESS

Mr. Chapdelaine stated that he attended the MMA Conference on Friday and Saturday. He is happy to report that Arlington won the 1st Place Award for the Annual Town Report Contest. Also Jennifer Raitt, Director of Planning and Frederick Ryan, Police Chief both spoke at said conference. Mr. Chapdelaine was very proud of both department heads and heard nothing but high praises for each of them.

Mr. Curro reported that he attended a Council on Aging meeting recently where it was mentioned that a time sensitive issue could affect some of our citizens who were (prior to turning 65) covered from health insurance through Marketplace. According to the Arlington Council on Aging, normally there is a penalty for enrolling into Medicare Part B late, but due to the confusion and misinformation (and over 65 not able to stay in the "Marketplace") these people can now apply for part B using a special enrollment period, and will be exempt for the late enrollment penalties. To do so, one must apply for "equitable relief", which is not being publicized, but can be obtained by contacting Social Security and asking for it. The deadline to do so is March 31, 2017. If anyone has any questions or concerns regarding this, please contact the Medicare Rights Center Helpline at 800-333-4114.

Mrs. Mahon congratulated Charlotte Kilroy, a thirteen year old who became a champion of the Food Network's "Chopped Junior". Miss Kilroy stunned the judges with her cooking skills. Charlotte announced that she is donating \$6,000 of her winnings to the Trevor Project, a group that provides crisis intervention and suicide prevention services to LGBTQ+community. Charlotte is home schooled and feels the Trevor Project is important to her because of challenges her friends face. Way to go Charlotte!

Mr. Curro moved to adjourn at 10:22 p.m.

SO VOTED (4-0)

A true record attest:

Marie A. Krepelka
Board Administrator

Next Scheduled Meeting of BoS February 6, 2017.

1/23/17

Agenda Item	Documents Used
1	Proclamation: Nancy and Chuck Pappas – Swifty Printing
2	Draft minutes 1.9.17
3	Special license application (one day) beer & wine 1/28/17 Robbins Memorial Town Hall Arlington Center for the Arts Gala
4	Town Manger Recommendations to Reappoint, Meeting Notices (terms to expire 1/31/2020)
5	Change of Hours for all Alcohol License / Not Your Average Joe's
6	Engineering Recommendations / Eversource Request / Petition Lantern Lane @ Hutchinson Road
7	Engineering Recommendations / Eversource Request / Petition Morningside Drive @ Bradley Road
8	Police Recommendation, Handicap Application, Meeting Notice / Handicap Parking Sign for 32 Fessenden Road
9	Police Recommendation, Resident Request, Meeting Notice / Third Space On Street Overnight Parking @ 37 Brantwood Road
10	Town Counsel Memorandum to Board / Discussion: Warrant Articles
11	Statement Regarding President Elect Appointments
12	Town Counsel Memorandum to Board / Board of Health Policy Statement / Discussion Ballot Question – Recreational Marijuana Opt-Out
13	FY 2018 Budget Discussion
14	Memorandum to Board / Evaluation Document / Town Manager Evaluation Process
Corr. Rec'd	



Town of Arlington, Massachusetts

7:15 p.m. CDBG - Performance Update for Program Year 2016-2017

Summary:

Jennifer Raitt, Director, Planning & Community Development

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	2016-2017_CDBG_Mid-Year_Report.pdf	CDBG Mid-Year Report 2016-2017

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017**

I. Contact Information	
Agency/Organization: Housing Corporation of Arlington	Project Name: Affordable Housing
Contact: Pamela Hallett	Title: Executive Director
Mailing Address: 252 Massachusetts Ave	Project Location: multiple locations - see writeup attached
Email: phallett@housingcorporation.org	Phone/Fax: 781-859-5211
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Increase the supply of affordable housing units by 3, Kimball Farmer House completed in August 2016 adds three units to the affordable housing supply for Arlington. In addition, we have utilized some funding, \$84,000, for capital improvements to 23 units in HCA's portfolio.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>Yes, We do eligibility screening. We screen for income, suitability for the proposed unit, accessibility, good tenant history, cori.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes, the timetable has been met. Full expenditure of funds will be completed prior to June 30.</p>	
<p>4. Additional Comments</p> <div style="height: 100px;"></div>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	30
Black/African American	4
Asian	3
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	5
Total	42

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	8
31%-50% (low) of Median Income	5
51%-80% (moderate) of Median Income	29
	42

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted	4	Persons Served	42
Households Assisted	23	Jobs Created	5

Mission

Housing Corporation of Arlington provides and advocates for decent, affordable housing for low- and moderate-income families and individuals in Arlington and surrounding communities, while promoting social and economic diversity.

History

Housing Corporation of Arlington (HCA) was founded in 1986 in response to what was then perceived as out-of-control housing prices. Between 2001 and 2013, HCA has grown its affordable rental portfolio to 90 units in Arlington.

Since 2000, more than 500 grants totaling more than \$1,000,000 have been made to households through HCA's Homelessness Prevention Program (HPP). This program protects the most vulnerable in our community --the elderly, the disabled, single parents and families with young children--from becoming homeless or without safe or long-term housing options. Arlington is one of the only communities in the local area to have a safety net for those families and individuals in danger of losing their housing. HCA is proud to have pioneered this innovative program to keep people housed.

Major Programs

Affordable Apartment Program

Since 2001, HCA has purchased, rehabilitated and made available for low-income families and individuals 93 affordable apartments within two-family homes and small apartment buildings in Arlington. Scattered throughout town, our fifteen two-family houses offer ideal living environments for families with children, as they provide the scale of a single-family house with yards for play areas. HCA's ten other apartment buildings provide much-needed affordable housing for singles, couples and small families. All of these properties were improved and made lead-free. Most properties received significant energy upgrades. Currently we have two vacancies. Typically tenant remain in their unit for 6 to 10 years. Our current waitlist has over 1000 households on it with more than 300 from Arlington.

HCA is committed to maintaining our current scattered site portfolio. During the past year, HCA spent \$84,000 for capital improvements on our existing portfolio, repairing two new roofs, and gutters, completely rehabbing three units, tuckpointing two buildings, and building two new porches. These improvements have significantly lowered utility costs for our tenants and guarantees the portfolio remains attractive, well kept and viable.

In 2013, HCA completed its most ambitious affordable housing project in the organization's history, the completion of the \$10.8 million Capitol Square Apartments. The project is fully leased and now provides housing to 32 low income households. Two units are fully wheelchair accessible. The acquisition and redevelopment of these three apartment buildings required a complex combination of funding sources, which was recognized in 2013 by Novogradac Journal of Tax Credits with a national award for financial innovation.

Kimball Farmer House

In September 2014, HCA purchased the historic Kimball Farmer House at 1173 Mass Ave at the corner of Mass. Ave. and Forest Street. The property originally was built as a house, but has more recently been used as both office and residential. The Arlington Redevelopment Board approved HCA's request to reconvert the building to three affordable residential units. Construction was completed in August and rent up began September 1, 2016 of two units, one of which is wheel chair accessible. The third unit was rented for February 1, 2017. Arlington has provided \$190,000 in CDBG funds for the project. Additional funds are from Leader Bank- \$350,000, Federal Home Loan Bank- \$100,000, State Historic Tax Credits sold to Cherrytree, credit investor- \$91,000, and the North Suburban Consortium HOME program- \$430,000.

20 Westminster Ave

HCA purchased the building and land at 20 Westminster Ave in Arlington, MA in March 2014. This brick structure at the intersection of Lowell, Westminster and Park Ave, was formerly a church. On February 9th, 2016, HCA received approval under the 40B comprehensive permit from the Zoning Board of Appeals to redevelop the building into 9 affordable rental units with no onsite parking. This transit oriented project is seeking the final funds to begin construction in the late spring. Arlington CDBG committed funding in the amount of \$750,000. Brookline Bank has committed to a permanent first mortgage of \$650,000 and NSC has committed \$1,350,000 HOME funding, \$100,000 in State Historic Credits with another application in, and \$136,000 in HUD McKinney funding. We have an application in the CPA for \$500,000 and are anticipating another allocation of State Historic tax Credits to complete the funding to start construction.

In HCA's Strategic Planning Update session held in June 2014, the organization recommitted to developing a pipeline of projects for additional affordable housing units to meet the increasing need. Our current waitlist is evenly split among households needing one, two and three bedroom units with lesser demand for studios or larger than three bedroom units.

HCA now maintains a portfolio of 27 buildings in Arlington.

- 1. New Project description—Downing Square Broadway Initiative – 48 units and 2590 Sq Ft of retail space.**

This project is composed of two sites approximately two miles apart. The combined project will provide 48 units of affordable housing and 2590 sq ft of retail space on the Broadway commercial strip.

117 Broadway was purchased in September 2014 and is currently housing the Arlington Food Pantry's second location. Leader Bank provided a line of credit for the acquisition. The intent is to construct a mixed use building, retail on the first floor and 14 affordable rental units on three floors above. Some of the commercial space will be designed to be utilized by the Arlington Food Pantry and Food Link.

Downing Square is at 19R Park Ave which HCA purchased in August 2016. The site has some significant environmental issues. HCA has defined the amount of environmental remediation required. The site is contaminated with polychlorinated biphenyl (PCB) and volatile organic compounds (VOCs). It is anticipated to cost approximately \$750,000 for the cleanup. The site will support two buildings. One 28 unit building with four floors runs along the Minutemen Bike Path. The other building is at the corner of Park Ave and Lowell St. This will be a three story walk up of 6 two bedroom units. HCA will require CDBG funds of \$550,000 for predevelopment and development costs.

The number of opportunities open to HCA at this time is unprecedented. Taken together, these projects could create up to 60 new units of affordable housing over the next 3 years. That would increase HCA's portfolio of affordable housing in Arlington to 150 units.

Evaluation Process

Affordable Apartment Program. Most of our lenders have reporting requirements that include apartment inspections, income verification of tenants and ongoing due diligence. Arlington's Director of Housing inspects each apartment every 3 years on a rotating basis to comply with HUD regulations. Mass Housing Partnership requires annual inspections of its units as well as financial compliance. The Massachusetts Department of Housing and Community Development (DHCD) hires consultants to inspect the Capitol Square development and tenant files biannually. Our investors pay close attention our entire portfolio. The HCA Finance Committee reviews the project financials monthly and reports to the Board of Directors.

Brief polls of our tenants have shown that the energy improvements have cut their heating bills by 50% or more in some cases, and anecdotal reports are the heat is more even and the bills are spread throughout the heating season. These are all significant improvements for households on tight budgets.

Homelessness Prevention Program. A Review Committee of HCA's Homelessness Prevention Program (HPP) works with our Social Worker to determine if and when to provide grants to applicant households. The Review Committee is composed of a representative of HCA's Board

of Directors, a representative of the Town's Council on Aging, and a third member appointed from the community.

This past year, HPP has assisted 84 individuals with community resources. In addition, the HPP program helped 25 households with grant funds of \$21,129 for security deposits, moving expenses and rent; 10 households have been referred to Mission of Deeds for free furniture; and 32 families were referred to area management companies for lower cost units or homes to purchase.

Three financial workshops were presented by staff from Cambridge Savings Bank, Belmont Savings Bank, and Leader bank. The workshops were attended by a total of 41 individuals. These workshops taught basic financing skills including budgeting, savings, retirement planning, and understanding credit scores and their impact.

In 2013, a Tufts University intern created a database of all HPP applicants and followed up with each grantee household to document how the household moved forward after their participation in the program. This program analysis revealed that of grantees responding, 95% are still housed and 65% continue to live in the same homes that our grants supported. The results are remarkable, and reveal how successful the program has been since 1991 in stabilizing households for the long term. HCA will continue to update the HPP analysis tracking how many households: inquired, requested assistance, completed the application, were approved, were denied, and have stable housing after receiving the grant.

In early May 2015, a terrible fire destroyed one building in the Brookside Condominium complex on Arizona Terrace, permanently displacing 26 households. Working in conjunction with Town Departments of Health, Council on Aging and the Town Manager's office, HCA set up a website to collect donations to assist the victims. Over 6 months HCA staff worked hard to find housing, negotiated trading rental vouchers for Housing Authority units, provided social services and just support, set up free furniture through Mission of Deeds, arranged for moving services for the furniture and funded security deposits, first month's rent and just a sympathetic ear often when the victims were dealing with anger, fear and shock. To date, all displaced tenants who request assistance have been housed and assisted in a myriad of other ways. Any remaining funds will be equally disbursed to fire victims to assist in their recovery.

**TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT MID-YEAR
REPORT
FISCAL YEAR 2016-2017**

I. Contact Information	
Agency/Organization: Town of Arlington Housing & Disability Program Office	Project Name: Arlington Home Rehabilitation Loan Program
Contact: Jack Jones	Title: Director of Housing & Disability Programs
Mailing Address: 20 Academy St., Ste. # 202, Arlington, Ma. 02476	Project Location:
Email: jjones@town.arlington.ma.us	Phone/Fax: 781-316-3431 / 781-641-2103
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
II. Accomplishments	
1. What short-term goals and objectives outlined under Service Need in your application have you achieved? To provide low interest and deferred loans for home improvements that will improve the safety and living conditions for qualified applicants.	
2. Have you documented client eligibility? If so, how? If not, how to do you plan to? Yes. Documentation of eligibility is by Income Tax Returns, pay stubs, W-2, 1099R, SS award letters, Rent receipts, bank accounts.	
3. Have you met the timetable for delivery of services outlined in your application? To date one loan for \$22,000 has been completed. Currently four loans are being processed that will approximately total \$64,000. A Town wide mailing will be completed this month with the intention of providing at least ten more loans by June 30, 2017.	
4. Additional Comments	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	3
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	
Total	3

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	1
51%-80% (moderate) of Median Income	

Nationally Reportable Outputs

Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016

Businesses Assisted	3	Persons Served	3
Households Assisted	1	Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Arlington Boys & Girls Club	Project Name: Scholarships
Contact: Derek F. Curran	Title: Executive Director
Mailing Address: 60 Pond Lane Arlington, Ma 02474	Project Location: Same
Email: dcurran@abgclub.org	Phone/Fax: 7816481617 / 7816485064
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
II. Accomplishments	
1. What short-term goals and objectives outlined under Service Need in your application have you achieved? We have been able to achieve all of our short-term goals and objectives. We provided many opportunities for children to participate in programs such as Swim lessons, STEM programming and the arts.	
2. Have you documented client eligibility? If so, how? If not, how to do you plan to? Clients will be required to meet HUD/ CDGB guidelines. They will also fill out an application and provide proof of income.	
3. Have you met the timetable for delivery of services outlined in your application? Yes, our allotment was used during the busy summer months when children are not in school and need care.	
4. Additional Comments	

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017**

I. Contact Information	
Agency/Organization: Arlington Boys & Girls Club	Project Name: Jobs, Jobs, Jobs
Contact: Derek F. Curran	Title: Executive Director
Mailing Address: 60 Pond Lane Arlington, Ma 02474	Project Location: same
Email: dcurran@abgclub.org	Phone/Fax: 7816481617 / 7816485064
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>We have achieved all of our short term goals and objectives. We have provided youth with an opportunity to gain work experience in a safe environment. Youth are able to earn a paycheck to help their family which they may not be able to do elsewhere because of age, inexperience or job availability.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>Clients must meet income guidelines provided by HUD/ CDGB. Clients will fill out an application and must show proof of income.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes, we spent our CDGB allotment during the busy summer months.</p>	
<p>4. Additional Comments</p> <div style="height: 80px;"></div>	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Arlington Youth Counseling Center (AYCC)	Project Name: Mental Health Counseling and Case Management Services
Contact: Colleen Leger	Title: Executive Director
Mailing Address: 670R Massachusetts Avenue, Arlington, MA 02476	Project Location: AYCC
Email: cleger@town.arlington.ma.us	Phone/Fax: 781-316-3259; 781-316-3261
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
Funding request will be submitted on January 30th.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p><small>AYCC has always been committed to providing high-quality, affordable, and accessible mental health services to community youth and families. With funding to support a case management position, AYCC is also uniquely positioned to identify and respond to the unmet basic resource needs of its families. To this end, AYCC outlined three short-term goals in its FY17 CDBG proposal- 1) Low and moderate income families will have immediate access to mental health services and treatment; 2) Treatment will support positive social and emotional growth among clients and families; and 3) AYCC families and Arlington residents referred for case management services will secure food, housing, and other critical resources, as needed. AYCC achieved all three goals. CDBG funded 46 counseling sessions, 4 psychopharmacology sessions, and 3 group therapy sessions for five AYCC clients, ranging in age from 12-56. AYCC clinicians developed treatment plans for each client, establishing and assessing therapeutic goals and objectives to support growth and healing. CDBG also funded 84 of a total of 700 case management hours provided by the Community Resource Specialist from July 1, 2016 through January 15, 2017. The Community Resource Specialist worked with 36 clients during that time, connecting 35 to food resources (SNAP, Food Pantry, and emergency food), 13 to fuel assistance and discounted utilities; 21 to financial assistance (DTA, SSI, SSDI), 18 to housing (Section 8, Housing Authority and Shelter referrals), and 4 to children's resources (Holiday Help and summer camps).</small></p>	
<p>2. Have you documented client eligibility? If so, how? If not, how do you plan to?</p> <p>Yes, AYCC documents eligibility for all AYCC and case management clients. AYCC clients who have completed an application for financial assistance and who are deemed eligible for a CDBG grant are required to provide proof of income prior to receiving funding. Examples include: W2s, Social Security Benefit Statement (SSDA), 1099 form, and income verification documentation from the Arlington Housing Authority. Case management clients must provide proof of income in order to be referred for assistance programs. In order to qualify for services such as SNAP, SSI (Disability), Mass Health Standard, WIC, or Free Lunch, clients must be <150% of the Federal Poverty Level (FPL) or <80% of the area median income (AMI).</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes, AYCC delivered the mental health and case management services outlined in the CDBG proposal and exhausted all CDBG funding for FY16/17 by January, 13, 2017.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	AYCC client (4); Case management clients (33)
Black/African American	Case management client (1)
Asian	AYCC client (1); Case management clients (2)
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	Case management clients (2)
Total	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	AYCC clients (1); Case management clients (9)
31%-50% (low) of Median Income	AYCC clients (3); Case management clients (17)
51%-80% (moderate) of Median Income	AYCC clients (1); Case management clients (12)

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted		Persons Served	43
Households Assisted	29	Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Arlington Council on Aging	Project Name: Adult Day Health
Contact: Susan Carp	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA 02476	Project Location: same
Email: scarp@town.arlington.ma.us	Phone/Fax: 781-316-3400/781-316-3409
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
Funds will be depleted by March 31, 2017	
II. Accomplishments	
1. What short-term goals and objectives outlined under Service Need in your application have you achieved? 1. Assisting 13-15 Arlington seniors up to \$300. 2. Created 2 cable TV programs to be aired on COA program, "Living Out Loud" by February 28, 2017. 3. Had productive meeting with the ED at Cooperative Elder Services about COA Transportation for Adult Day Health Clients	
2. Have you documented client eligibility? If so, how? If not, how to do you plan to? All participants complete the CDBG Client Beneficiary form which are on file in the COA office.	
3. Have you met the timetable for delivery of services outlined in your application? Yes.	
4. Additional Comments Thank you.	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	12
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	
Total	12

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	100
51%-80% (moderate) of Median Income	

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted		Persons Served	12
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017**

I. Contact Information	
Agency/Organization: Arlington Council on Aging	Project Name: Transportation Enterprise Fund
Contact: Susan Carp	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA 02476	Project Location: same
Email: scarp@town.arlington.ma.us	Phone/Fax: 781-316-3400/781-316-3409
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
This is a new requirement to expend funds by April 3. Our funds are calculated on a 12 month cycle and we need those 3 months.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Every applicant is informed about the various modalities in transportation and we have been successful in "cross selling" services such as Dial A Ride. On March 30, 2017 we are hosting a Senior Charlie Card event to enroll new participants in this program and we will also be providing information on other transportation services. We have already created a program on the COA cable program, "Living Out Loud".</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how do you plan to?</p> <p>All participants complete a CDBG Client Beneficiary Form</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes, and it is ongoing.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	176
Black/African American	2
Asian	6
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	2
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	1
Total	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	2
31%-50% (low) of Median Income	90
51%-80% (moderate) of Median Income	8

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted		Persons Served	187
Households Assisted		Jobs Created	0

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Arlington Council on Aging	Project Name: Volunteer/Transportation Coordinator
Contact: Susan Carp	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA	Project Location: same
Email: scarp@town.arlington.ma.us	Phone/Fax: 781-316-3400/781-316-3409
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
This is a salaried position through June 30, 2017 and all funds will be used.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>New volunteers of all ages are cultivated to help run the 84+ programs per year including transportation services. There are approximately 130 volunteers that serve Arlington seniors in various capacities and fill the gap between need and budgets.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>Yes, and the CDBG Client Beneficiary form is used and maintained in the COA files.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes</p>	
<p>4. Additional Comments</p> <p>Thank you.</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	119
Black/African American	3
Asian	6
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	2
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	
Total	130

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	2
31%-50% (low) of Median Income	18
51%-80% (moderate) of Median Income	80

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted		Persons Served	130
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Fidelity House	Project Name: Menotomy Manor Outreach Program
Contact: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford St, Arlington, MA 02474	Project Location: Fidelity House & Menotomy Manor
Email: fidelityhouseordir@hotmail.com	Phone/Fax: 781-648-2005
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>18 Youth attended our Day Camps for an average of 3 weeks of Day Camp. Bus Transportation to/from Fidelity House for campers was provided for an 8 week period. On- site programming in offered 1 day a week (3 - 10 attend per week), plus 2 days a week, transportation to/from Fidelity House is provided (3 - 14 attend a week). Over \$3000 has been given out for annual memberships and scholarships for youth programs.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>Parents/guardians provide information via membership forms, financial aid forms and the Arlington Housing Authority provides financial guidelines for tenants to reside at Menotomy Manor.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>yes</p>	
<p>4. Additional Comments</p> <div style="height: 100px;"></div>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	47
Black/African American	33
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	3
American Indian/Alaskan Native & Black /African American	
Multi-Racial	9
Hispanic	3
Total	95

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	69
31%-50% (low) of Median Income	21
51%-80% (moderate) of Median Income	5

Nationally Reportable Outputs

Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016

Businesses Assisted		Persons Served	95
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Food Link, Inc.	Project Name: Healthy Food Delivery to AHA Locations
Contact: Brittany Peats	Title: Operations Director
Mailing Address: 32 Oldham Road Arlington, MA 02474	Project Location: 117 Broadway Arlington, MA 02474
Email: bpeats@foodlinkma.org	Phone/Fax: 781 819 4225
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
Food Link will request funds in January 2017.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>Food Link has provided over 35,000 pounds of nutritious food to four Arlington Housing Authority locations to date. Food Link will provide at least 60,000 pounds of food by June 30, 2017. The organization and its volunteers are in regular communication with the managers and residents of the locations.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>All residents of Arlington Housing Authority locations are able to receive food that Food Link delivers. To be residents, they must meet income eligibility.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes. Food Link has increased the delivery to Chestnut Manor and Cusack Terrace from one day per week to twice per week. Food Link continues to deliver to Drake Village and Menotomy Manor three days a week.</p>	
<p>4. Additional Comments</p> <p>Quote from a resident: "The residents of Drake Village are on limited incomes and cannot buy fresh fruits and vegetables at the retail costs charged by supermarkets. Food Link enhances the abilities of the Drake Village residents to have fresh fruits/vegetable to augment their previously nutritionally deficient meals."</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	658
Black/African American	113
Asian	230
American Indian/Alaskan Native	10
Native Hawaiian/Other Pacific Islander	0
American Indian/Alaskan Native & White	0
Asian & White	0
Black/African American & White	0
American Indian/Alaskan Native & Black /African American	0
Multi-Racial	0
Hispanic	84
Total	1011

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	353 households
31%-50% (low) of Median Income	157 households
51%-80% (moderate) of Median Income	52 households

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted	0	Persons Served	1011
Households Assisted	562	Jobs Created	0

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Arlington Housing Authority	Project Name: Operation Success Learning Center
Contact: Janet Maguire	Title: Co-Founder
Mailing Address: 87R Summer Street	Project Location: 45 Fremont Court
Email: jmaguire924@hotmail.com	Phone/Fax: 781-710-5309
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
January-February, 2017	
II. Accomplishments	
1. What short-term goals and objectives outlined under Service Need in your application have you achieved? 1. Had a parent open house to introduce Operation Success 2. To provide Monday-Through Thursday Academic Support help 3. To offer a holiday event	
2. Have you documented client eligibility? If so, how? If not, how to do you plan to? There is no need they live in Menotomy Manor	
3. Have you met the timetable for delivery of services outlined in your application? yes	
4. Additional Comments We have 28 students signed up and each night varies but averaging at least 10 students a night.	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	7
Black/African American	4
Asian	4
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	10
Hispanic	3
Total	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

Nationally Reportable Outputs

Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016

Businesses Assisted		Persons Served	28
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Arlington High School	Project Name: Athletic Scholarships
Contact: Melissa Dlugolecki	Title: Athletic Director
Mailing Address: 869 Massachusetts Avenue, Arlington, MA	Project Location: Arlington High School
Email: mdlugolecki@arlington.k12.ma.us	Phone/Fax: 781-316-3551
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>By providing scholarships to student-athletes in need, we have increased participation and allowed students who would not otherwise be able to play, to participate in our educational-athletics programming.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>Yes. Our business office reviews all applications for athletic scholarship based on financial need. The same criteria used to assess eligibility for free-reduced lunch is applied to athletic scholarships. All applicant information and eligibility status is kept in the business office.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes, each athletic season we support student-athletes in financial need. This year, we have already exceeded the financial amount requested in our grant.</p>	
<p>4. Additional Comments</p> <p>Thank you for your support of our student-athletes and their families. Research shows that participation in organized athletic programming increases confidence, lowers high school drop-out rates, is correlated with improved academic achievement and teaches skills such as communication, time-management and goal-setting. Your support allows these opportunities</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	24
Black/African American	16
Asian	3
American Indian/Alaskan Native	1
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	
Total	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	16
31%-50% (low) of Median Income	24
51%-80% (moderate) of Median Income	4

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted		Persons Served	40
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR REPORT
FISCAL YEAR 2016-2017

I. Contact Information	
Agency/Organization: Town of Arlington - Recreation Department	Project Name: Program Scholarships
Contact: Jon Marshal	Title: Director of Recreation
Mailing Address: 422 Summer Street	Project Location: Arlington Recreation
Email: jmarshall@town.arlington.ma.us	Phone/Fax: 781 316-3881
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
We will invoice in February	
II. Accomplishments	
<p>1. What short-term goals and objectives outlined under Service Need in your application have you achieved?</p> <p>The department has been able to provide scholarships to those families who would not be able to afford the cost of our program.</p>	
<p>2. Have you documented client eligibility? If so, how? If not, how to do you plan to?</p> <p>Yes we have kept the applications on file.</p>	
<p>3. Have you met the timetable for delivery of services outlined in your application?</p> <p>Yes. We continue to award scholarships to those families in need. It is critical for kids to have an opportunity to socialize with their peers. It enables them to develop lifelong skills.</p>	
<p>4. Additional Comments</p>	

Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	28
Black/African American	5
Asian	6
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	4
Black/African American & White	2
American Indian/Alaskan Native & Black /African American	
Multi-Racial	1
Hispanic	1
Total	47

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	30
31%-50% (low) of Median Income	12
51%-80% (moderate) of Median Income	5

Nationally Reportable Outputs

*Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016*

Businesses Assisted		Persons Served	60
Households Assisted	47	Jobs Created	

Community Volunteers in Support of Community Initiatives

Vision 2020 Report on Accomplishments of CDBG Projects January 2017

In the fiscal year covering July 2016 to June 2017, Vision 2020 completed work on the 2016 Annual Town Survey and initiated work on the 2017 Annual Town Survey that will continue through June 2017. There is always some overlap in the work on consecutive surveys.

The 2016 Town Survey

As has been reported to Town Meeting and posted on the Town website, Vision 2020 received 7,386 responses to the 2016 Town Survey, "Help Shape the Future: Meeting Community Needs." The surveys were mailed to 19,317 households in Arlington; the return rate was 38%, the highest response rate to date.

The costs associated with the 2016 Survey were printing the survey to mail to each household and copying reports of the preliminary analysis of the results to distribute to Town Meeting in May 2016. All costs were incurred during Fiscal Year 2016, however volunteers often work over the summer to prepare a deeper analysis and full report for publication on the town website.

The 2017 Town Survey

In May 2017, Vision 2020 evaluated survey results from the past few years and the formats of the surveys to determine if any changes were needed. Given the continued high response rate, the decision was made to use the same format for Survey 2017 and continue to print and mail the survey to each household. The high return rate in the past few years indicates Vision 2020 volunteer efforts provide a valuable resource so participating organizations in town can make future plans based on current data.

Participating town groups for the 2017 Survey are the Community Preservation Committee; Department of Public Works; the Bikeshare Working Group, a subgroup of the Bicycle Advisory Committees and the Transportation Advisory Committees; and Arlington Center for the Arts. The survey is titled "Help Shape the Future: Meeting Community Needs – CPA, Bike Sharing, Organic Waste and ACA." Each group submitted a number of questions that were evaluated to focus the final questions to yield answers that could be used to inform future work of the department or committee. We believe the survey data will inform the Community Preservation Committee's development of a CPA Plan for Arlington that reflects the community's preferences for how the CPA funds should be used. The Department of Public Works is seeking information on how households dispose of their organic waste. Since bicycling in Arlington has increased, a sub-committee was formed to look into whether a bike share program would be successful in Arlington and record opinions on the best hours of operation for the Minuteman Bikeway. Finally, Arlington Center for the Arts is looking for information about which programming best suits the needs of residents and contributes to the arts and culture of Arlington.

The 2017 Survey was mailed with the Town Census to 19,350 households the second week of January 2017 and hundreds of surveys arrive every week to the Clerk's office. Currently, Vision 2020 volunteers pick up completed surveys from the Town Clerk's Office almost daily and review each individual survey for scanning readiness. Volunteers record all comments written on or included with surveys and send these comments to the appropriate survey group.

Number of Households Receiving Survey/Survey Cost

According to the survey packager, the 2017 survey was mailed to 19,350 Arlington households with the Town Census. The rate of return will be determined by dividing the number of completed surveys returned by March 17, 2017 by this number.

The cost of printing the 2017 4-page survey is estimated to be between \$2,200 and \$2,400 based information from the printer and we assume there may be a modest increase in cost for 2018. Volunteers

have already donated significant time to this effort, which will continue through June. The cost of copying the initial report for Town Meeting will be incurred in late April/early May 2017.

Next Steps

From February through June, Vision 2020 will continue or initiate these activities related to the 2016 Survey:

- Collect, prepare, and scan incoming surveys through March 17
- Report comments and trends to survey groups
- Conduct data runs, analyze data and determine what deeper analysis should be done
- Present an initial report on the survey observations at Town Meeting
- Complete data analysis and prepare final report for posting on the Town website
- Prepare individual reports for survey groups if desired
- Write articles on survey observations for The Arlington Advocate
- Make presentations as appropriate

**TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT MID-YEAR
REPORT
FISCAL YEAR 2016-2017**

I. Contact Information	
Agency/Organization: Town of Arlington Housing & Disability Programs	Project Name: Curb Cut Ramp Project
Contact: Jack Jones	Title: Director of Housing & Disability Programs
Mailing Address: 20 Academy St., Ste. # 202, Arlington, Ma. 02476	Project Location:
Email: jjones@town.arlington.ma.us	Phone/Fax: 781-316-3431 / 781-641-2103
If you have yet to request funds, please indicate when you plan to do so. Funding requests must be received by April 3, 2017.	
II. Accomplishments	
1. What short-term goals and objectives outlined under Service Need in your application have you achieved? The elimination of physical barriers that exist because of non-existing curb cut ramps and existing curb cut ramps that do not comply with ADA code requirements.	
2. Have you documented client eligibility? If so, how? If not, how to do you plan to? N/A	
3. Have you met the timetable for delivery of services outlined in your application? The total expenditure to date of funds expended during FY 2017 has amounted to \$111,521.70, which has resulted in 35 curb cut ramps being installed by ERA Equipment, LLC. Work was slower and more costly per ramp this fiscal year due to topography and slope issues at many of the selected locations.	
4. Additional Comments	

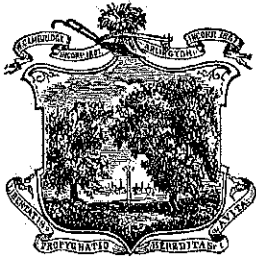
Please indicate the number of people assisted with CDBG funds in each of the following racial categories	
White	
Black/African American	
Asian	
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Islander	
American Indian/Alaskan Native & White	
Asian & White	
Black/African American & White	
American Indian/Alaskan Native & Black /African American	
Multi-Racial	
Hispanic	
Total	

Please provide the number of persons for the applicable income categories	
0-30% (very low) of Median Income	
31%-50% (low) of Median Income	
51%-80% (moderate) of Median Income	

Nationally Reportable Outputs

Please indicate the number of outputs achieved between
7/1/2016- 12/31/2016

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320, Fax (781) 316-3281

Project Update: January 26, 2017

DPW Construction Projects: Contract 15-32 (2016 Handicap Ramp Program)
Construction of Sidewalks and Wheelchair Ramps – Various Locations

The Town of Arlington Department of Public Works coordinates the installation of ADA compliant handicap ramps throughout the construction season. The ramps are installed using two programs. Program #1; the annual handicap ramp construction project, utilizes a combination of Town (\$65,000) & CDBG (\$125,000) funds. Program #2 utilizes the Town's Annual Road Project to install ramps at locations incorporated into the work zones of the annual road rehabilitation projects. In 2016 the coordination and planning to determine the location of ramp construction was formalized in the ADA Transition Plan; Prioritization Plan.

In 2016 as part of the Annual Handicap Ramp project the Town's contractor; ERA Equipment, LLC., was contracted to construct ADA compliant handicap ramps at select locations. At the end of the construction season, over 35 handicap ramps were installed. Work was slower and more costly per ramp this season due to topography and slope issues at many of the selected locations. Constructed ramps were at the following locations:

Appleton Street

Hillside Ave. (2)
Claremont Ave. (4)
Wachusett Ave. (4)
Valentine Rd. (1)
West St. (2)
Ely Rd. (2)

Park Avenue Extension

Alpine Ave. (1)
Branch Ave. (4)
Blossom St. (1)
#92 Park Ave. Ext. (1)
Morris St. (2)

Wollaston Avenue

West St. (2)
Tanager St. (3)
Wachusett Ave. (2)
Claremont Ave. (2)
Hillside Ave. (2)

Total Ramps = 35

Total Expenditure of Funds is as follows:

CDBG Funds: \$111,521.70

Town Funds: \$30,730.00

Notes:

1. In 2016 there were an additional 70 ramps installed as part of the Annual Road Rehabilitation Project
2. Additional ramp construction will begin in the spring of 2017 in conjunction with a new construction season.
3. Any un-used funds will supplement the next Annual Handicap Ramp Project.



Town of Arlington, Massachusetts

7:15 p.m. Vote: CDBG Requests for FY2017-2018 Funding

Summary:

Jennifer Raitt, Director, Planning & Community Development

ATTACHMENTS:

Type	File Name	Description
Reference Material	CDBG_FY2018_Funding_Requests_Draft_1.pdf	CDBG Funding Request Summary 2017-2018
Reference Material	2017-2018_CDBG_-_Adult_Day_Health_Scholarships_-_Council_on_Aging.pdf	Adult Day Health Scholarships - Council on Aging
Reference Material	2017-2018_CDBG_-_Affordable_Housing_Program_Delivery_-_Planning_and_Community_Development_Department.doc	Affordable Housing Program Delivery - Planning and Community Development Department
Reference Material	2017-2018_CDBG_-_Annual_Town_Survey_2018_-_Vision_2020.pdf	Annual Town Survey 2018 - Vision 2020
Reference Material	2017-2018_CDBG_-_Arlington_Home_Improvement_Loan_Program_-_Weatherization_and_Housing_Rehabilitation_Program.pdf	Arlington Home Improvement Loan Program - Weatherization and Housing Rehabilitation Program
Reference Material	2017-2018_CDBG_-_Athletic_Fee_Scholarships_-_Arlington_High_School.pdf	Athletic Fee Scholarships - Arlington High School
Reference Material	2017-2018_CDBG_-_Curb_Cut_Ramp_Project_-_Weatherization___Housing_Rehabilitation_Program.pdf	Curb Cut Ramp Project - Weatherization & Housing Rehabilitation Program
Reference Material	2017-2018_CDBG_-_Downing_Square_Broadway_Initiative___Portfolio_Capital_Improvements_-_Housing_Corporation_of_Arlington.pdf	Downing Square Broadway Initiative & Portfolio Capital Improvements - Housing Corporation of Arlington
		Healthy Food

Reference Material	2017-2018_CDBG_-_Healthy_Food_Delivery_to_Arlington_Housing_Authority_Locations_-_Food_Link_Inc.pdf	Delivery to Arlington Housing Authority Locations - Food Link Inc
Reference Material	2017-2018_CDBG_-_Jobs_Jobs_Jobs_Program_-_Arlington_Boys_Girls_Club.pdf	Jobs Jobs Jobs Program - Arlington Boys & Girls Club
Reference Material	2017-2018_CDBG_-_Jobs_Jobs_Jobs_Program_-_Fidelity_House.pdf	Jobs, Jobs, Jobs Program - Fidelity House
Reference Material	2017-2018_CDBG_-_Menotomy_Manor_Outreach_Program_-_Fidelity_House.pdf	Menotomy Manor Outreach Program - Fidelity House
Reference Material	2017-2018_CDBG_-_Mental_Health_Services_for_Youth_and_Families_-_Arlington_Youth_Counseling_Center.pdf	Mental Health Services for Youth and Families - Arlington Youth Counseling Center
Reference Material	2017-2018_CDBG_-_Operation_Success_Learning_Center_-_Arlington_Housing_Authority_-_Full_PDF_Application.pdf	Operation Success Learning Center - Arlington Housing Authority
Reference Material	2017-2018_CDBG_-_Planning_Dept_Funds_-_Planning_and_Community_Development_Department.docx	Planning Dept Funds - Planning and Community Development Department
Reference Material	2017-2018_CDBG_-_Program_Scholarships_-_Recreation_Department.pdf	Program Scholarships - Recreation Department
Reference Material	2017-2018_CDBG_-_Summer_Scholarships_-_Arlington_Boys_Girls_Club.pdf	Summer Scholarships - Arlington Boys & Girls Club
Reference Material	2017-2018_CDBG_-_Transportation_Enterprise_Fund_-_Council_on_Aging.pdf	Transportation Enterprise Fund - Council on Aging
Reference Material	2017-2018_CDBG_-_Volunteer_Coordinator_-_Council_on_Aging.pdf	Volunteer Coordinator - Council on Aging

ARLINGTON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: FUNDING REQUESTS, FISCAL 2017-18* Updated 2/1/17

CDBG Program Activity	Organization/Department	FY18 Request	FY17 Actual
REHABILITATION/ HOUSING			
Downing Square Broadway Initiative & Portfolio Capital Improvements	Housing Corporation of Arlington	\$ 650,000	\$ 342,288
Arlington Home Improvement Loan Program	Weatherization and Housing Rehabilitation Program	\$ 375,000	\$ 225,000
Affordable Housing Program Delivery	Planning and Community Development Department	\$ 27,121	
Sub-total		\$ 1,052,121	\$ 567,288
PUBLIC SERVICES			
Summer Scholarships	Arlington Boys and Girls Club	\$ 20,000	\$ 14,500
Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	\$ 5,000	\$ 10,000
Mental Health Services for youth and families	Arlington Youth Counseling Center (AYCC)	\$ 10,000	\$ 5,000
Adult Day Health Services/Scholarships	Council on Aging	\$ 8,000	\$ 4,000
Transportation Enterprise Fund	Council on Aging	\$ 94,880	\$ 35,000
Volunteer Coordinator	Council on Aging	\$ 56,252	\$ 53,530
Jobs, Jobs, Jobs Program	Fidelity House	\$ 5,000	
Menotomy Manor Outreach Program	Fidelity House	\$ 16,000	\$ 14,000
Healthy Food Delivery to Arlington Housing Authority Locations	Food Link, Inc.	\$ 10,000	\$ 2,250
Athletic Fee Scholarships	Arlington High School	\$ 12,000	\$ 8,000
Program Scholarships	Recreation Department	\$ 17,000	\$ 13,000
Operation Success Learning Center	Menotomy Manor	\$ 6,000	\$ 6,000
Annual Town Survey 2018	Vision 2020	\$ 3,000	\$ 3,000
Sub-total (FY18 Statutory limit: \$166,625)		\$ 263,132	\$ 170,530
PUBLIC FACILITIES AND IMPROVEMENTS			
Curb Cut Ramp Project	Arlington Commission on Disability	\$ 150,000	\$ 44,000
Sub-total		\$ 150,000	\$ 194,000
PLANNING			
Planners	Planning and Community Development Department	\$ 56,971	\$ 45,000
Planning Studies	Planning and Community Development Department	\$ 30,000	\$ 50,000
Sub-total		\$ 86,971	\$ 100,000
ADMINISTRATION			
Grants Administrator (salary + benefits)	Planning and Community Development Department	\$ 87,000	\$ 84,000
General Administration	Planning and Community Development Department	\$ 15,000	\$ 15,000
Sub-total		\$ 102,000	\$ 99,000
Planning & Admin. Sub-total (FY18 Statutory limit: \$222,166)		\$ 188,971	\$ 199,000
TOTAL		\$ 1,654,224	\$ 1,130,818

*Est. FY18 CDBG allocation \$1,022,830 plus \$100,000 program income for a total of est. \$1,122,830 available.

**TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDING
APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Council on Aging	Project Name: Adult Day Health Services/Scholarship
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA 02476	Project Location: Cooperative Elder Services, Inc.
Email: scarp@town.arlington.ma.us	Phone/Fax: 781-316-3400 Fax/ 781-316-3409
Anticipated Start Dates: Ongoing	Anticipated End Dates: Ongoing or FYE 18
Amount of Request: \$8,000	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized <input type="checkbox"/> Faith-based <input checked="" type="checkbox"/> xxUnit of Government <input type="checkbox"/> Institution of under 570.201(o) Organization Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input checked="" type="checkbox"/> Xxxx Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations): The Arlington Council on Aging currently receives the Community Block Grant to provide a subsidy for Adult Day Health Services with Cooperative Elder Services LLC., providing nursing and health care services, meals and other social programs for thirteen to fifteen Arlington seniors and their families to attend. We hope to expand services to allow more seniors with cognitive decline to gain access to adult day health services and providing respite to their family caregivers.

2. Consolidated Plan Goals and Objectives The goals remain constant and include educating the Arlington Community about adult day health services. It is critical to create more opportunities to reach Arlington seniors, provide a scholarships for families, and enhance the relationship between the Council on Aging and Arlington seniors who benefit from adult day health services. With this grant request, we intend to increase the number of seniors who have access to services included skilled nursing care, food services, handicapped accessible transportation, therapeutic exercise and specialized Alzheimer's programming.

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

The target participation group is Arlington seniors. Nearly 70% of CESA Arlington Program participants are classified as low-income (\$24,000 or less annually). This is significant to both the caregivers and individual's quality of life, access to health services due to costs and ability to provide adequate care.

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

- Cooperative Elder Services is the only Adult Day Health service provider in Arlington and the partnership with the Arlington Council on Aging is long standing.
- Arlington Cable Media, Inc. provides the programming for community education
- Bright View Arlington, Memory Café provided in collaboration with the Arlington Council on Aging

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) **Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Caregiving is a public health concern, and caregivers experience financial, emotional and physical impacts of providing that care. In some instances, caregivers are forced to leave their jobs, resulting in significant financial loss. Isolation occurs for both caregiver and the one receiving care. Adult Day Health services along with companion programs of free caregiver support and Memory Cafes' not only reduces isolation that occurs but provides a client with a safe and stimulating environment. Adult Day Health Services, while expensive, can be less costly than hiring home health aides or placing a loved one in a nursing home. In effect, Adult Day Health Services may keep the loved one at home delaying a larger financial burden of skilled nursing facility.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All participants will be residents of Arlington.

2. **Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The grant monies will only be utilized to pay for services Arlington residents will receive. There will be no allocation of administrative fees by the Arlington Council on Aging or Cooperative Elder Services. The Arlington Council on Aging has a full time licensed social worker on staff who provides a caregiver support group which meets monthly and more outreach will occur to reach families of those receiving services at Cooperative Elder Services. The Friends of Arlington Council on Aging allocates a small amount of funds to compliment the collaboration with BrightView of Arlington to offer a Memory Café. Memory Café's are programs designed for caregivers and those affected by cognitive decline.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Many client's families express the services provided by CESI allow for adequate care of their loved one and enable caregivers to continue working, providing a division of caregiver and family member and great financial security. It strengthens community engagement for volunteer services, collaborations with organizations and provides essential health services for those in need.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

It is essential for community organizations to collaborate and address the needs of vulnerable populations. A new program added to the Council on Aging is a Memory Café, programs designed specifically for the caregiver and their loved one experiencing cognitive delay. BrightView of Arlington is a co-sponsor of this new program and assumes most of the expenses tied to this innovative idea to reduce isolation for the caregiver and increase stimulation of the individual's cognitive decline.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

The Arlington Council on Aging has a full time licensed social worker on staff who provides a caregiver support group which meets monthly and with financial support from the Friend of Arlington Council on Aging there is a small pool of funds to pay for special program for this group.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

There will be an ongoing need to support Adult Day Health Services as health insurance does not cover this much needed program. It is important to note that this program serves two populations; the caregiver in terms of respite and the client receiving adult day health services.

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

The request for funds for the Adult Day Health Services is not a new public services program. The Council on Aging partners with Cooperative Elder Services, Inc. which is the only organization that provides Adult Day Health in Arlington. This public service program provides essential services to caregivers who experience emotional and economic hardships and individuals suffering from cognitive decline with inadequate care.

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	-0-	-0-	0
Utilities	-0-	-0-	0
Repairs/Maintenance	-0-	-0-	0
Travel	-0-	-0-	0
Salaries (List relevant positions)			
Daily Fees @ \$75 per day. Scholarship for 20-25	\$8,000		\$8,000
Other:			
TOTAL PROPOSED BUDGET	\$8,000	-0-	\$8,000

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Caregivers in Arlington experience the financial impact of providing quality care for a loved one. The Adult Day Health Program reduces this burden by providing handicap transportation, nursing services and social programming	Improve access to community-based care to more Arlington residents with chronic diseases Provide respite for family care givers, and give additional day of attendance/week for current clients who benefit from greater attendance in the Adult Day Health Program	CDBG Funds to be used for direct services. COA Staff and Cooperative Elder Services Staff will identify those in need. COA Executive Director will monitor grant and COA Admin will process all bills	The program is available 6 days per week, 7 hours per day. Transportation is available for an extra fee. This program is considered respite care for caregivers while providing a safe and stimulating environment for the clients.	13 Arlington seniors receive a \$300 benefit through these funds. This new request will double those who can participate.	1. Increased number of participants in Adult Day Health Program from 13 to 26 2. Increased number of attendance days for clients with acute medical conditions 3. Improved social programming for caregivers 4. Delay the need for long term care

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	26
Households Assisted	26	Jobs Created	0



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMO TO: CDBG Subcommittee

FROM: Jenny Raitt, Director of Planning and Community Development

DATE: 1/18/2017

SUBJECT: CDBG Year 43 – Request for Funds, Affordable Housing Program Delivery

The Director of Housing, is charged with promoting affordable housing and working with the developers and owners of affordable housing in Arlington. Responsibilities associated with delivering the Affordable Housing program include:

- Implementation of the Inclusionary Zoning program, which includes negotiating with developers, developing affordable housing deed restrictions, monitoring compliance with program requirements, and overseeing the resale of affordable condominiums.
- Working with non-profit developers to advance affordable housing projects, including negotiating terms of CDBG funding, leveraging other public funds, permitting, and monitoring compliance with program requirements.
- Work with outside counsel to develop documents that ensure long term affordability and compliance with program requirements.
- Payment to outside counsel to develop documents that ensure long term affordability and compliance with program requirements.
- Implementation of the Housing Production Plan, which will expedite affordable housing development.
- Participation in the Somerville/Arlington Continuum of Care

\$12,121

Project Delivery—Director of Housing

\$15,000

Legal fees to outside counsel for affordable housing

\$27,121



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE	12:00 PM, Monday, January 30, 2017
WHERE	<p>Email the grant application and required attachments to:</p> <p>jwayman@town.arlington.ma.us</p> <p>If you do not receive an email confirmation after sending your application, contact Julie Wayman.</p>
SUBMISSION DIRECTIONS	<ol style="list-style-type: none">1. Open the file2. Click "Save As"3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"4. Save to your computer <p>YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST</p>
SUBMISSION REQUIREMENTS	<ul style="list-style-type: none">• CDBG Grant Application• One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS <i>(if applicable)</i>• One (1) copy: Agency's most recent financial audit• One (1) copy; MA Certificate of Good Standing
OPTIONAL SUBMISSION DOCUMENTS	<ul style="list-style-type: none">• Letters of Support• Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
March 2017	Board of Selectmen subcommittee will meet to discuss CDBG applications.
April 24, 2017	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

Applicants may apply for funds to support the Consolidated Plan Goals and Objectives

Encouraging Collaborations

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

GRANT EVALUATION CRITERIA

The Board of Selectmen CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington's Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub-recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested.

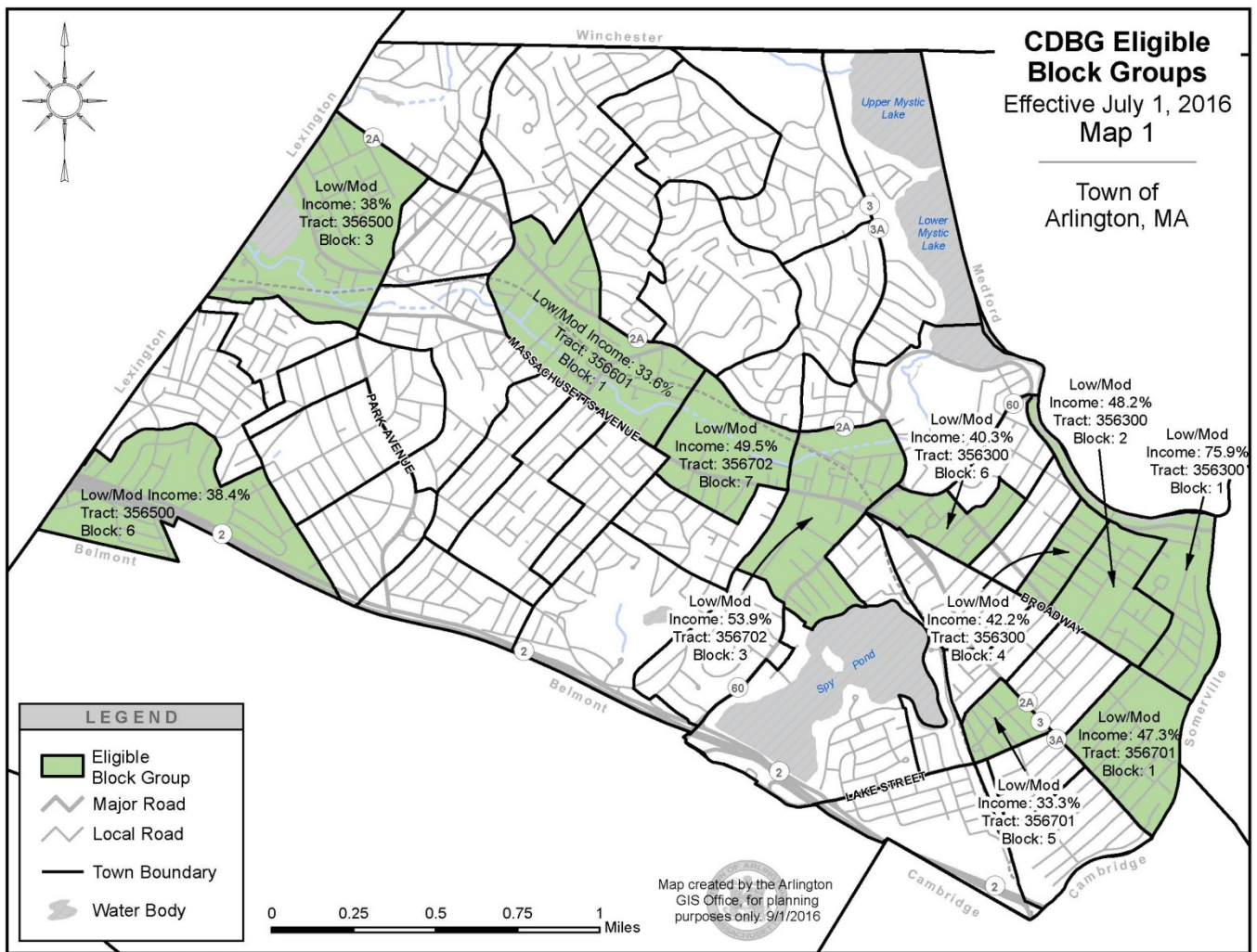
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE

12:00 PM, Monday, January 30, 2017

WHERE

Email the grant application and required attachments to:

jwayman@town.arlington.ma.us

If you do not receive an email confirmation after sending your application, contact Julie Wayman.

SUBMISSION DIRECTIONS

1. Open the file
2. Click "Save As"
3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"
4. Save to your computer

YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST

SUBMISSION REQUIREMENTS

- CDBG Grant Application
- One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS (*if applicable*)
- One (1) copy: Agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

OPTIONAL SUBMISSION DOCUMENTS

- Letters of Support
- Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
March 2017	Board of Selectmen subcommittee will meet to discuss CDBG applications.
April 24, 2017	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

Applicants may apply for funds to support the Consolidated Plan Goals and Objectives

Encouraging Collaborations

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

GRANT EVALUATION CRITERIA

The Board of Selectmen CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington's Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub-recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

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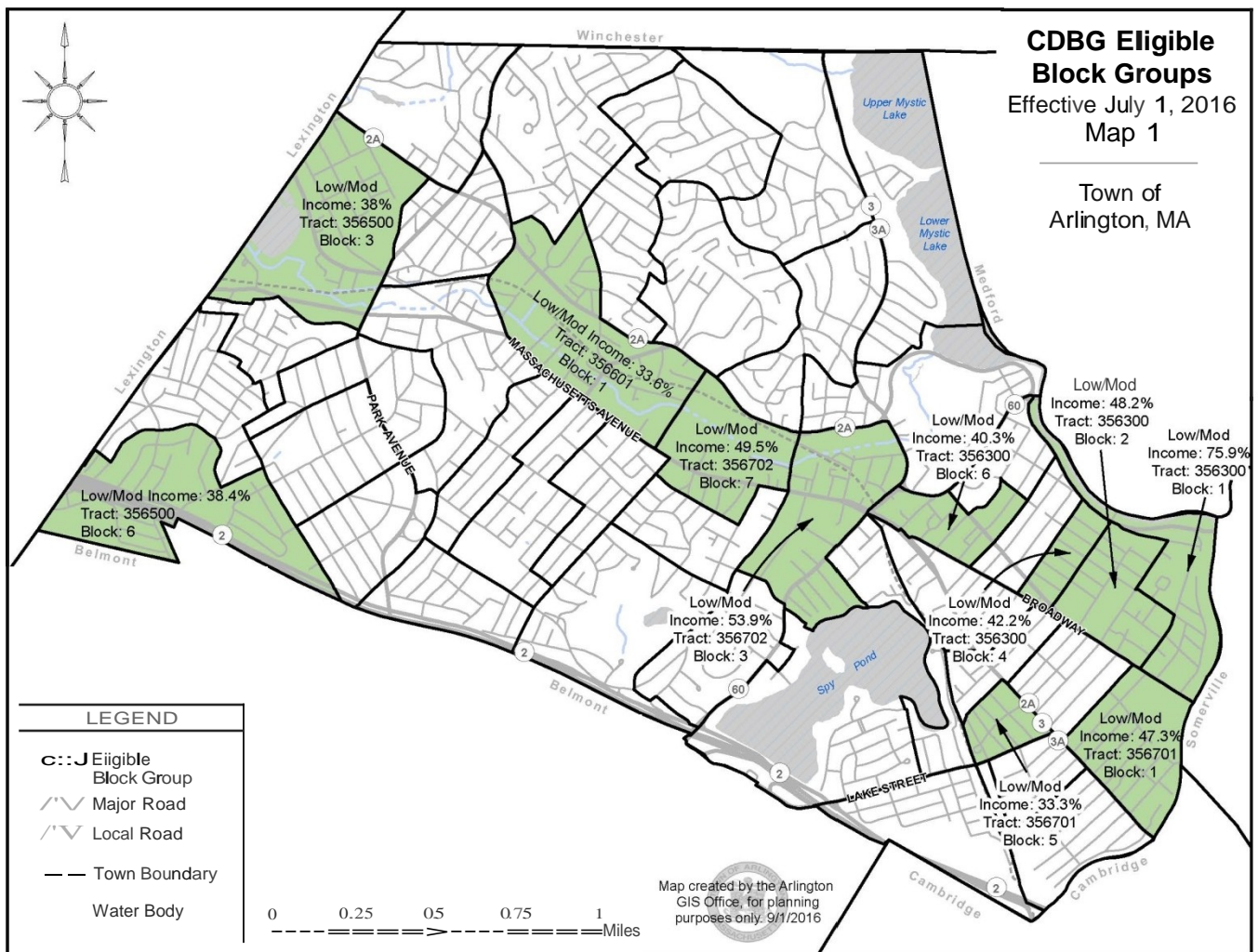
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GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate "no" when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

**TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDING
APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Town of Arlington Housing & Disability Program Office	Project Name: Arlington Home Rehabilitation Loan Program
Contact: Jack Jones	Title: Director of Housing & Disability Programs
Mailing Address: 20 Academy St., Ste. # 202, Arlington, Ma. 02476	Project Location:
Email: jjones@town.arlington.ma.us	Phone/Fax: 781-316-3431 / 781-641-2107
Anticipated Start Dates: July 1, 2017	Anticipated End Dates: June 30, 2018
Amount of Request: \$375,000	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
<p>Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.</p> <p><input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.</p> <p><input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.</p> <p><input checked="" type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.</p> <p><input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.</p> <p><input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.</p>	
<p>Does your program benefit any of the following?</p> <p><input type="checkbox"/> Abused children</p> <p><input checked="" type="checkbox"/> Elderly persons (age 62 and older)</p> <p><input type="checkbox"/> Homeless persons</p> <p><input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</p> <p><input type="checkbox"/> Illiterate adults</p> <p><input type="checkbox"/> Persons living with AIDS</p> <p><input type="checkbox"/> Migrant farm workers</p> <p><input type="checkbox"/> Other (please specify):</p> <p><input type="checkbox"/></p>	<p>DUNS #:</p> <p>073802126</p> <p>(Note: All entities receiving federal assistance are required to have a DUNS #)</p>

II. General Description

1. Brief Project Description (please avoid using abbreviations): To improve and upgrade the living conditions for low and moderate income homeowners of 1-4 family structures by providing financial assistance in the form of low interest and deferred loans. Loans will enable homeowners to make necessary home repairs and to correct violations of existing building code standards that could be detrimental to the health and safety of the occupants.

2. Consolidated Plan Goals and Objectives

The proposed service will improve and upgrade the living conditions of the target population by enabling this population to make necessary home repairs.

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

The geographic distribution will be Town wide.

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The FY 2018 goals will be to provide approximately fifteen Arlington households with low interest or deferred loans for necessary home improvements.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All recipients of services will be Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The target population will be reached by press releases in the Arlington Advocate, mailings and by contacting local social service and elderly programs. The project will be staffed with Housing Specialist, Intake Outreach Worker, Senior Clerk, and a Program Director. These positions will be shared with other programs within the Housing & Disability Program Office.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Approximately \$85,000 will be used for Administration and Program Support.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

This project will not involve new or existing partnerships with other service providers in the community.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Weatherization and Heating System Assistance funds will be targeted for some projects as needed.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

This project will become self-sufficient after several years if loan repayments are reprogrammed into the grant.

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

This is not a new service also this service is not available from other providers within the community.

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	\$ 1,200		\$ 1,200
Utilities			
Repairs/Maintenance			
Travel	\$ 3,569		\$ 3,569
Salaries (List relevant positions)	\$ 81,020		\$ 81,020
Other:			
TOTAL PROPOSED BUDGET	\$ 85,789		\$ 85,789

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	\$ 289,000		\$ 289,000
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET	\$ 289,000		\$ 289,000

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:	Weatherization	\$ 20,000	
State:			
Local:			
Private:			
Total:		\$ 20,000	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Will make housing more affordable and safer for Arlington Homeowners.	Provide fifteen Loans for home improvements	Efforts of Intake/ Outreach Worker.	Will prepare a detailed list of all repairs to be done, obtain cost estimates and evaluate these estimates with the homeowner.	Correction of Violation of building code and Safety issues.	Make homes safer While improving Living conditions of the target population (ST) Improve appearance of neighborhood (LT)

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted	15	Jobs Created	

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington High School	Project Name: Athletic Fee Scholarships
Contact: Melissa Dlugolecki	Title: Athletic Director
Mailing Address: 869 Massachusetts Ave, Arlington MA	Project Location: Arlington High School
Email: dlugoleckimelissa@gmail.com	Phone/Fax: 781-316-3550/781-316-3551
Anticipated Start Dates: 9/1/2016	Anticipated End Dates: 6/1/2017
Amount of Request: \$12,000	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input checked="" type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input checked="" type="checkbox"/> Other (please specify): </div> <div style="flex: 1; text-align: center; font-size: 1.5em; margin-left: 10px;"> student- athletes of family in financial need </div> </div>	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

The financial scholarships are provided to student-athletes who would not be able to participate due to financial need. By receiving a scholarship, they are positioned to participate in a robust after school athletic program, spending 5-6 days a week with peers, coaches and mentors developing confidence, work-ethic, communication skills and reinforcement on the priority of healthy-life decisions and academic success.

2. Consolidated Plan Goals and Objectives

Data indicates that students of low economic-status are at the highest risk not to graduate or to engage in high-risk behaviors. Data also indicates that students involved in high school athletics are less inclined to be involved in disciplinary issues, have a higher graduation rate and strengthen confidence, relationships and self-esteem; all of which serves them well beyond their time in an interscholastic athletic program. The goal of providing scholarships is to offer these opportunities to all students. Otherwise, not only would students in financial need be at higher risk to have a difficult time throughout high school, they would also be missing a

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

All students in financial need are eligible for a scholarship. Students must be enrolled full time in Arlington High School, academically eligible in their classes and they must attend a full day of school to participate in athletics. By allowing academics, attendance and behavior to be the driving forces of eligibility, rather than financial status, we are better serving our Arlington students.

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

There are diverse economic levels throughout the community. However, no student should be excluded from an opportunity to develop themselves and to represent their Town due to this. By evening the platform and offering opportunities to all of our student-athletes, we are better serving them and positively impacting the community by demonstrating unity and equality.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

Yes, all recipients are residents of Arlington.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

Applicants provide their tax documentation or their free and reduced lunch letter to the Business Office. The Business Office reviews all applications and approves each or notifies a family if they have not been approved. The process is designed to be minimally invasive to protect the privacy of each student and offer parallel registration experiences for those receiving or not receiving scholarships.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Our request of \$12,000 is to cover a portion of the scholarships. At this time, we have provided \$14,000 worth of scholarships this school year with one more season to cover. Receiving funding from CDBG allows us to provide scholarships for student-athletes and fosters increased participation and growth.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

Not at this time.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Not applicable.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

I do not anticipate we will be self-sufficient as our numbers and need have grown and funding within the district is stretched to cover increased costs. There are more students wanting to participate and there are more students in need. We are greatly appreciative, and reliant, on the CDBG funding source.

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

There are no other services offered like this in the community.

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

100% of funding goes to student scholarships. No additional funding is used for administrative time etc.

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Offering interscholastic athletic opportunities for all students, and particularly to a population that data supports is at higher risk for difficulty throughout high school which is a critical time in adolescent development.	Alleviating the financial burden of athletic participation to allow all students to form healthy relationships, exercise, build confidence, develop a work-ethic and strengthen communication skills.	All funds will go directly to the student scholarship which covers their supervision, transportation and equipment needs.	All input directly benefits student-athletes so that they may experience and reap the benefits from the same opportunities as other students in different financial position.	High School Interscholastic Athletic Programming.	(ST) Allow students to participate in athletic programming, alleviating financial burden, fostering a culture of equality and unity. (LT) Developing skills such as communication, work ethic, deferral of gratification, accountability, commitment while developing relationships.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	46
Households Assisted		Jobs Created	

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
	Funds are only utilized		
	for student scholarships		
Other:	\$12,000		
TOTAL PROPOSED BUDGET	\$12,000		

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:			
Total:			



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE

12:00 PM, Monday, January 30, 2017

WHERE

Email the grant application and required attachments to:

jwayman@town.arlington.ma.us

If you do not receive an email confirmation after sending your application, contact Julie Wayman.

SUBMISSION DIRECTIONS

1. Open the file
2. Click "Save As"
3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"
4. Save to your computer

YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST

SUBMISSION REQUIREMENTS

- CDBG Grant Application
- One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS (*if applicable*)
- One (1) copy: Agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

OPTIONAL SUBMISSION DOCUMENTS

- Letters of Support
- Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
March 2017	Board of Selectmen subcommittee will meet to discuss CDBG applications.
April 24, 2017	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

Applicants may apply for funds to support the Consolidated Plan Goals and Objectives

Encouraging Collaborations

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

GRANT EVALUATION CRITERIA

The Board of Selectmen CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington's Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub-recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested.

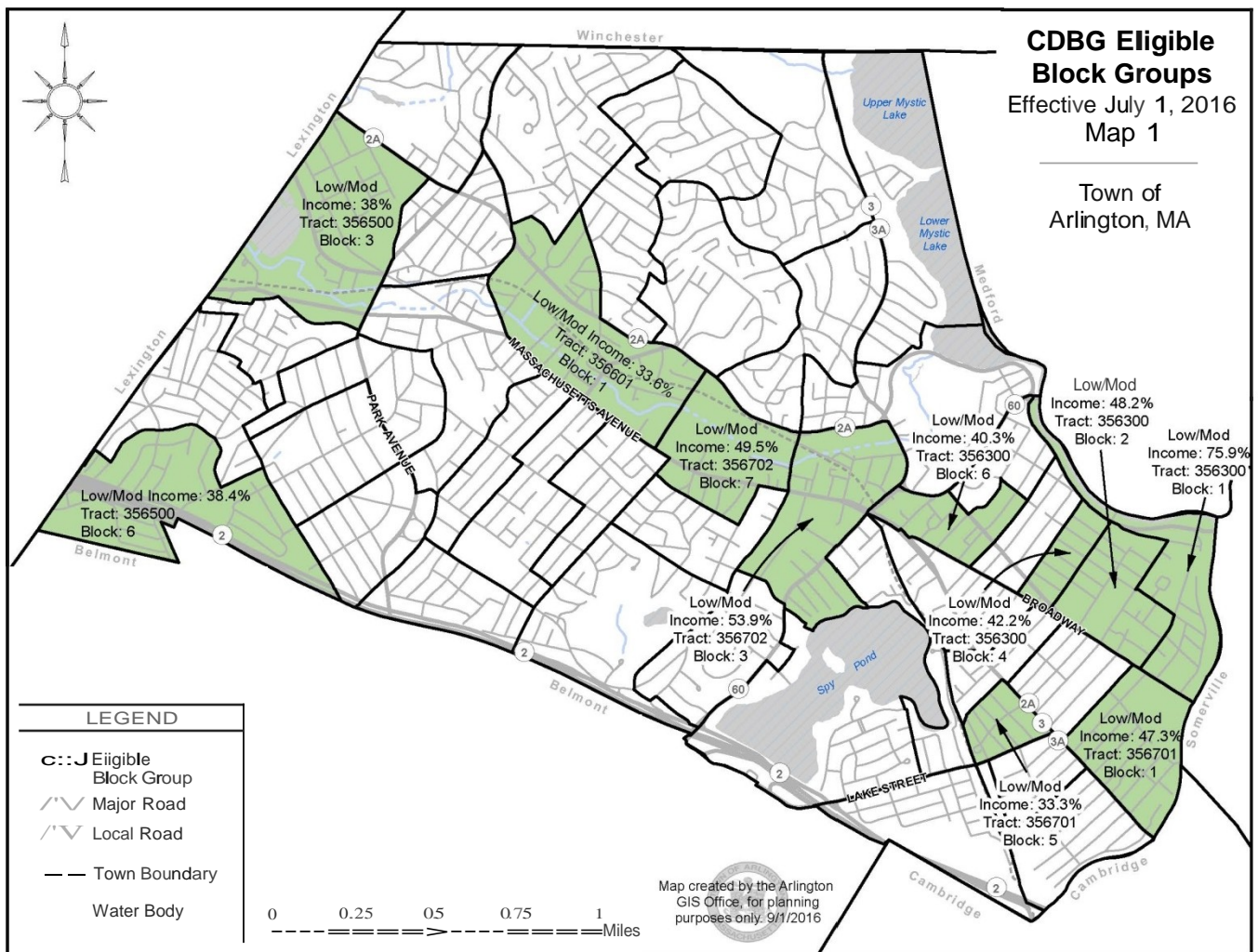
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate "no" when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



Path: G:\Map5\Planning\CDBG\2017\Print\Map1_Oig-HcBlockGroups2016_20160901.mxd

CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

**TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDING
APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Commission on Disability	Project Name: Curb Cut Ramp Project
Contact: Jack Jones	Title: Director of Housing & Disability Programs
Mailing Address: 20 Academy St., Ste. # 202, Arlington, Ma. 02476	Project Location:
Email: jjones@town.arlington.ma.us	Phone/Fax: 781-316-3431 / 781-641-2107
Anticipated Start Dates: July 1, 2017	Anticipated End Dates: June 30, 2018
Amount of Request: \$150,000	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
<p>Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.</p> <p><input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.</p> <p><input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.</p> <p><input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.</p> <p><input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.</p> <p><input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.</p>	
<p>Does your program benefit any of the following?</p> <p><input type="checkbox"/> Abused children</p> <p><input checked="" type="checkbox"/> Elderly persons (age 62 and older)</p> <p><input type="checkbox"/> Homeless persons</p> <p><input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</p> <p><input type="checkbox"/> Illiterate adults</p> <p><input type="checkbox"/> Persons living with AIDS</p> <p><input type="checkbox"/> Migrant farm workers</p> <p><input type="checkbox"/> Other (please specify)</p> <p><input type="checkbox"/></p>	<p>DUNS #: 073802126</p> <p>(Note: All entities receiving federal assistance are required to have a DUNS #)</p>

II. General Description

1. Brief Project Description (please avoid using abbreviations): Funding from this project will be used for construction of curb cut ramps. These ramps will improve access and pedestrian safety for the elderly and disabled. If fully funded this project will result in the installation of approximately fifty curb cut ramps.

2. Consolidated Plan Goals and Objectives

This project will improve pedestrian safety by eliminating a physical barrier that is encountered by elderly, disabled, parents pushing carriages, and other individuals.

3. Geographic Distribution of Activities: (Town wide, or Census Tract)
Town wide

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The goals for this contract period are to eliminate physical barriers that exist because of non-existing curb cut ramps and existing curb cut ramps that do not comply with ADA code requirements. Eliminating these physical barriers will improve accessibility and safety along Arlington sidewalks.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

This project will mainly be of benefit to Arlington residents; however this project will benefit all individuals using Arlington sidewalks.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Arlington Engineering Department along with the Commission on Disability office will ensure that all curb cut ramps constructed or reconstructed meet ADA code requirements.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Installation of approximately fifty curb cut ramps by a private contractor will cost approximately \$150,000

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

This project does involve an existing partnership with the Public Works and Engineering Departments.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

The Arlington Department of Public Works will spend approximately \$65,000 of Capital funds to install approximately twenty curb cut ramps.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

It will take a few more years until all required curb cut ramps have been installed at the current funding level.

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

This is not a new service. This service is also available with Capital funding received by the Public Works Department.

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	\$150,000	\$65,000	\$215,000
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET	\$150,000	\$65,000	\$215,000

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:	Public Works	\$65,000	Pending
Private:			
Total:		\$65,000	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Comply with ADA requirements	These curb cut ramps will enable individuals with mobility and visual impairments to more safely travel on Arlington sidewalks.	Design of the curb Cuts will be completed by the Engineering Department.	Improve the safety of pedestrian travel within the Town.	Bring the Town closer to full compliance with the ADA.	Improve pedestrian safety for individuals with mobility and visual impairments.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE	12:00 PM, Monday, January 30, 2017
WHERE	<p>Email the grant application and required attachments to:</p> <p>jwayman@town.arlington.ma.us</p> <p>If you do not receive an email confirmation after sending your application, contact Julie Wayman.</p>
SUBMISSION DIRECTIONS	<ol style="list-style-type: none">1. Open the file2. Click "Save As"3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"4. Save to your computer <p>YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST</p>
SUBMISSION REQUIREMENTS	<ul style="list-style-type: none">• CDBG Grant Application• One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS <i>(if applicable)</i>• One (1) copy: Agency's most recent financial audit• One (1) copy; MA Certificate of Good Standing
OPTIONAL SUBMISSION DOCUMENTS	<ul style="list-style-type: none">• Letters of Support• Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
March 2017	Board of Selectmen subcommittee will meet to discuss CDBG applications.
April 24, 2017	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

Applicants may apply for funds to support the Consolidated Plan Goals and Objectives

Encouraging Collaborations

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

GRANT EVALUATION CRITERIA

The Board of Selectmen CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington's Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub-recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested.

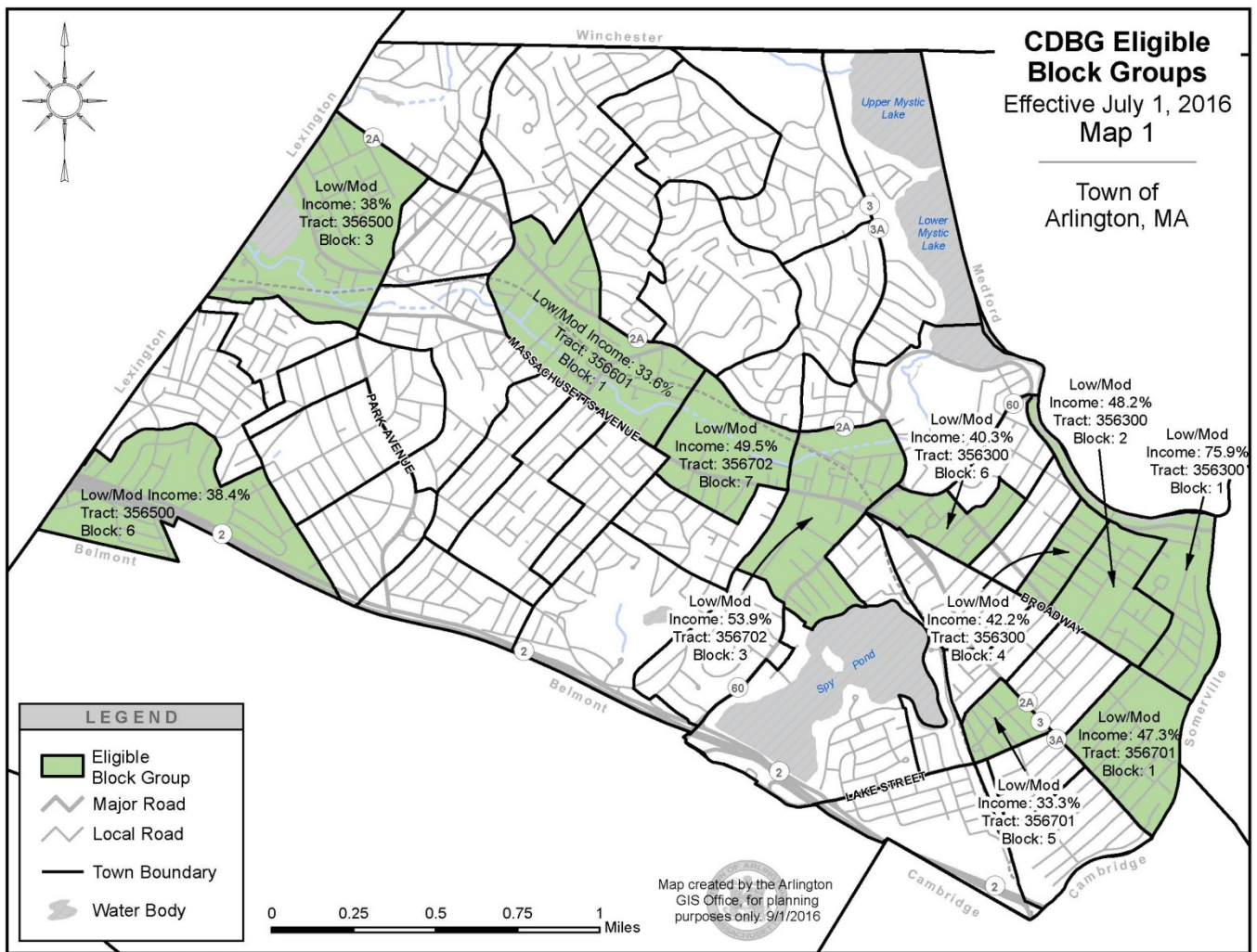
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
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Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE	12:00 PM, Monday, January 30, 2017
WHERE	<p>Email the grant application and required attachments to:</p> <p>jwayman@town.arlington.ma.us</p> <p>If you do not receive an email confirmation after sending your application, contact Julie Wayman.</p>
SUBMISSION DIRECTIONS	<ol style="list-style-type: none">1. Open the file2. Click "Save As"3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"4. Save to your computer <p>YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST</p>
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FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
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Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

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Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

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GRANT EVALUATION CRITERIA

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Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
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2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
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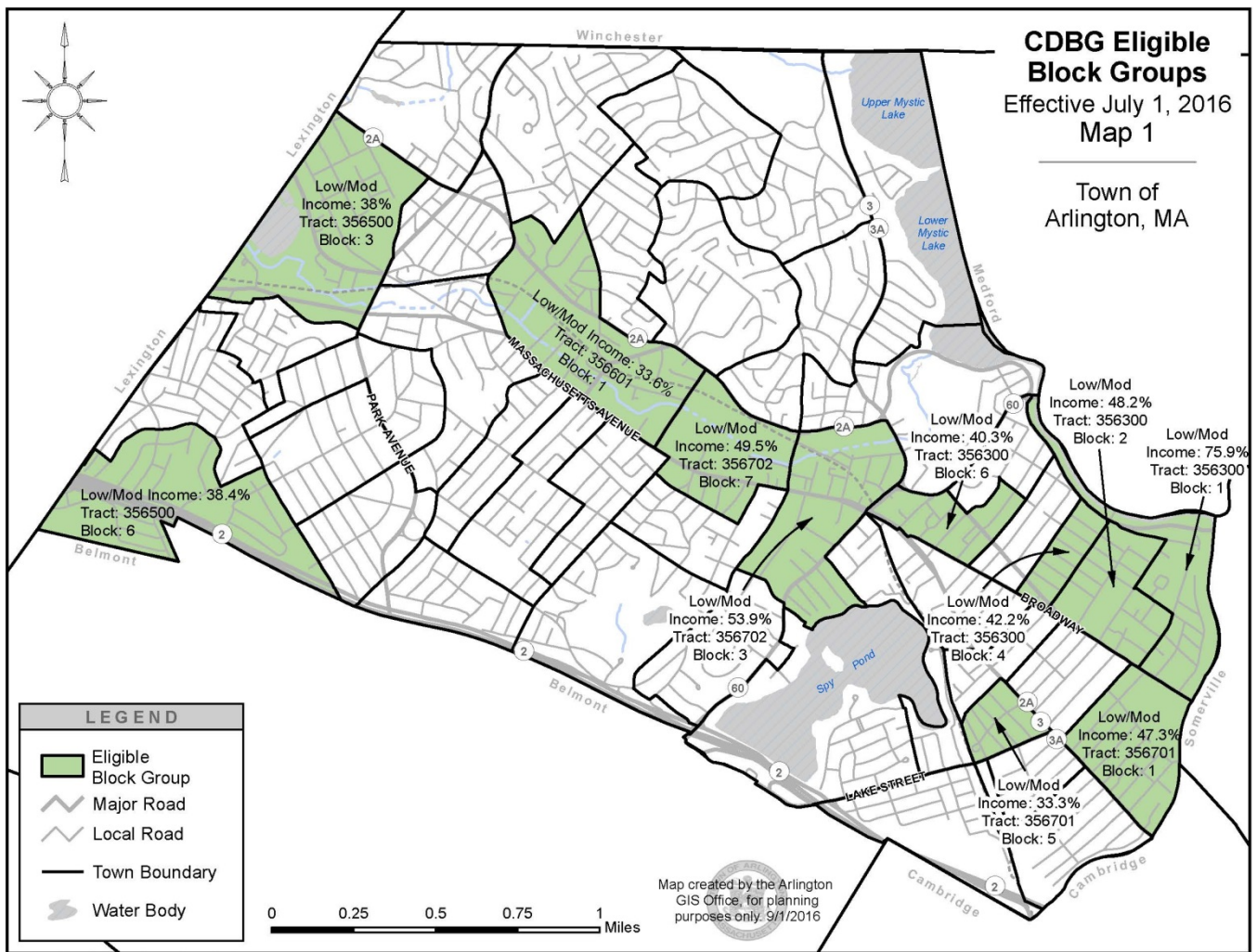
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE	12:00 PM, Monday, January 30, 2017
WHERE	<p>Email the grant application and required attachments to:</p> <p>jwayman@town.arlington.ma.us</p> <p>If you do not receive an email confirmation after sending your application, contact Julie Wayman.</p>
SUBMISSION DIRECTIONS	<ol style="list-style-type: none">1. Open the file2. Click "Save As"3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"4. Save to your computer <p>YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST</p>
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OPTIONAL SUBMISSION DOCUMENTS	<ul style="list-style-type: none">• Letters of Support• Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

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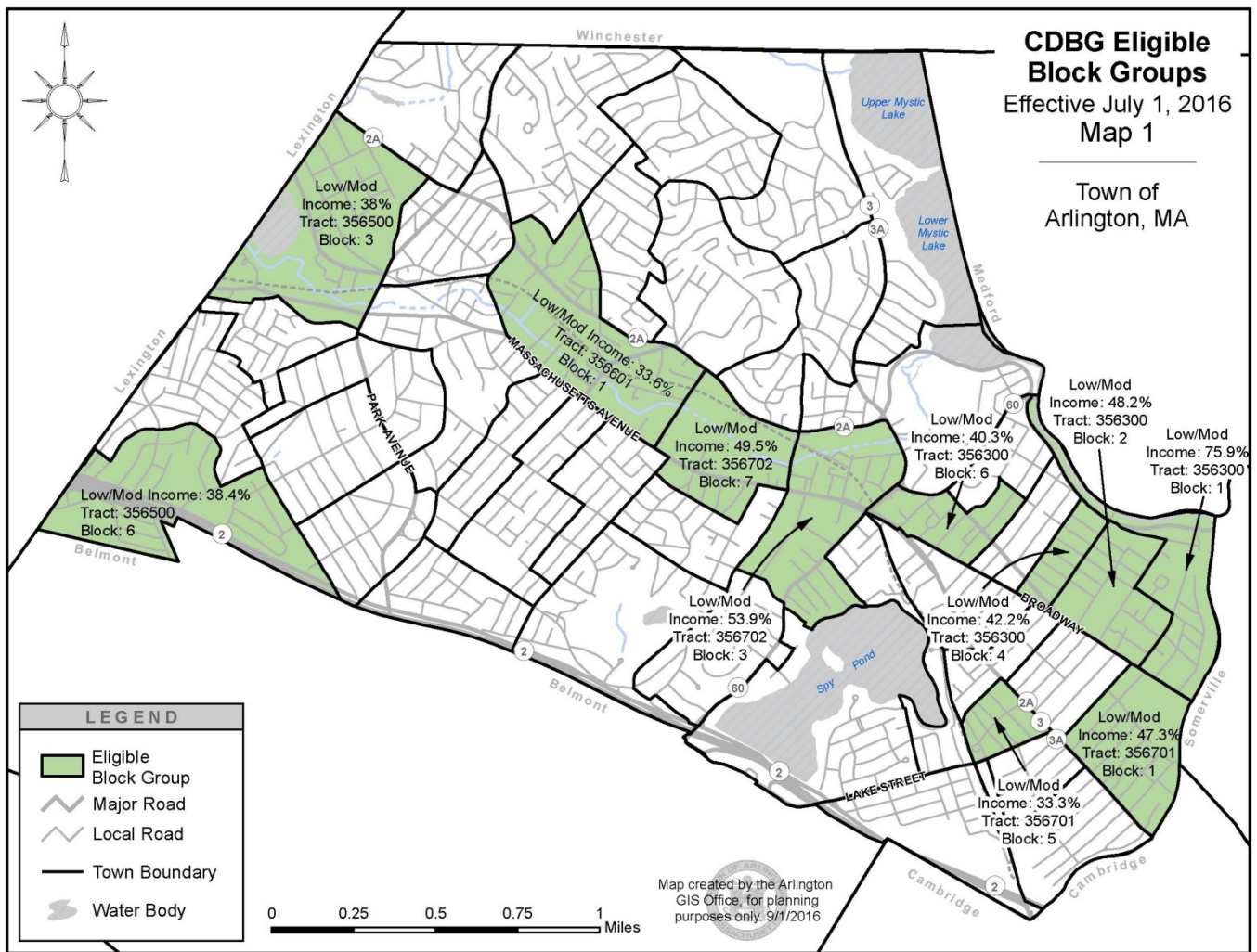
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE	12:00 PM, Monday, January 30, 2017
WHERE	<p>Email the grant application and required attachments to:</p> <p>jwayman@town.arlington.ma.us</p> <p>If you do not receive an email confirmation after sending your application, contact Julie Wayman.</p>
SUBMISSION DIRECTIONS	<ol style="list-style-type: none">1. Open the file2. Click "Save As"3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"4. Save to your computer <p>YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST</p>
SUBMISSION REQUIREMENTS	<ul style="list-style-type: none">• CDBG Grant Application• One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS <i>(if applicable)</i>• One (1) copy: Agency's most recent financial audit• One (1) copy; MA Certificate of Good Standing
OPTIONAL SUBMISSION DOCUMENTS	<ul style="list-style-type: none">• Letters of Support• Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
March 2017	Board of Selectmen subcommittee will meet to discuss CDBG applications.
April 24, 2017	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

Applicants may apply for funds to support the Consolidated Plan Goals and Objectives

Encouraging Collaborations

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

GRANT EVALUATION CRITERIA

The Board of Selectmen CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington's Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub-recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

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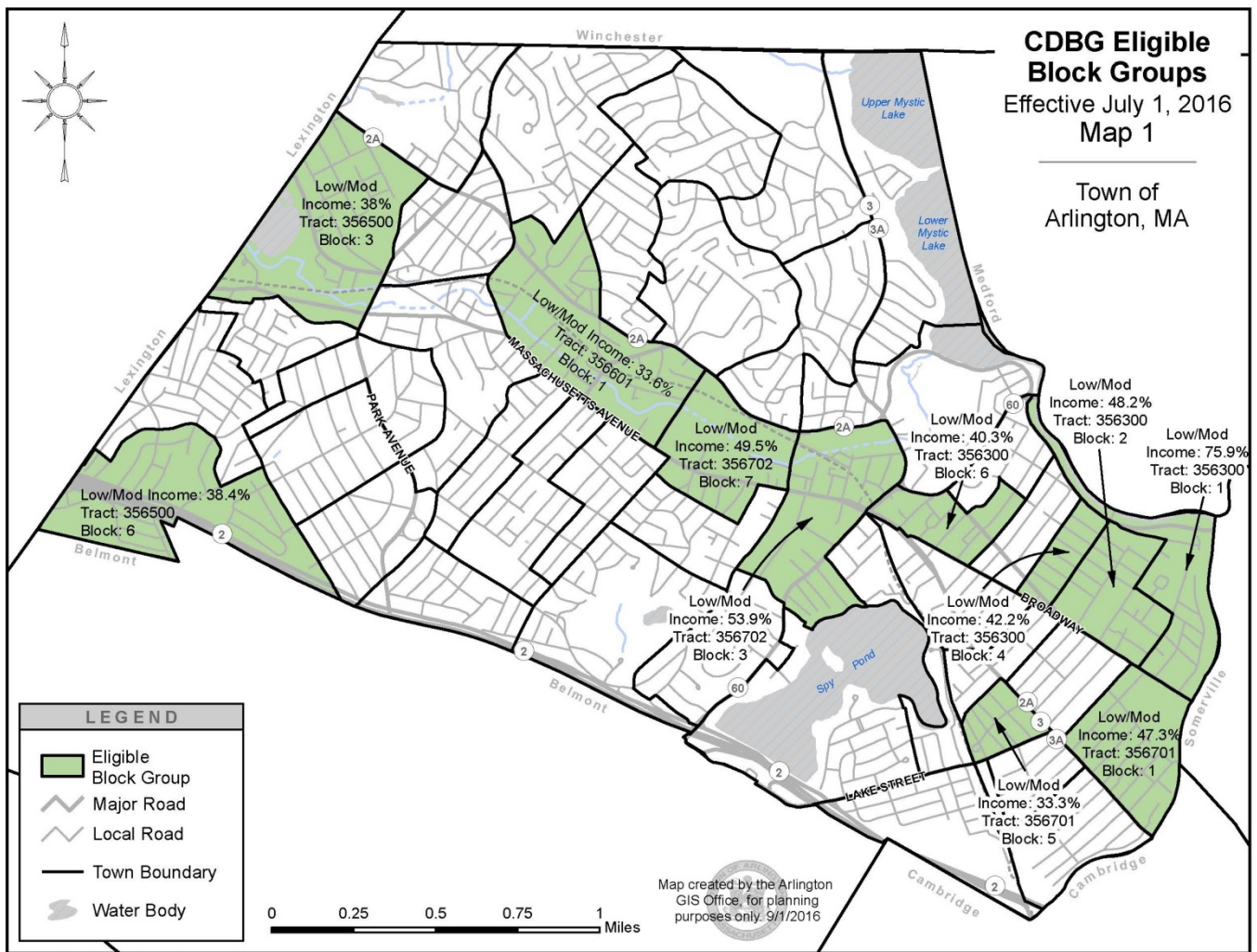
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Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town’s 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES	
ECONOMIC DEVELOPMENT	
Objectives	<ul style="list-style-type: none">• Improve economic opportunities for low-income persons• Creating local employment opportunities
AFFORDABLE HOUSING DEVELOPMENT	
Objectives	<ul style="list-style-type: none">• Development of affordable rental and ownership units
HOUSING REHABILITATION	
	<ul style="list-style-type: none">• Rehabilitation of existing housing stock
PUBLIC FACILITIES	
	<ul style="list-style-type: none">• Improvements to Public Facilities including Historic Preservation
PARKS, AND OPEN SPACE	
Objectives	<ul style="list-style-type: none">• Improvements to Public Parks and Open Spaces
PUBLIC INFRASTRUCTURE	
Objectives	<ul style="list-style-type: none">• ADA compliant sidewalks, curb cuts
PUBLIC SERVICES	
Objectives	<ul style="list-style-type: none">• Provision of essential public services to youth, elders, and vulnerable populations.
PLANNING AND ADMINISTRATION	
Objectives	<ul style="list-style-type: none">• Planning and Administration

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
<p>Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.</p> <p><input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.</p> <p><input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.</p> <p><input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.</p> <p><input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.</p> <p><input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.</p>	
<p>Does your program benefit any of the following?</p> <p><input type="checkbox"/> Abused children</p> <p><input type="checkbox"/> Elderly persons (age 62 and older)</p> <p><input type="checkbox"/> Battered spouses</p> <p><input type="checkbox"/> Homeless persons</p> <p><input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</p> <p><input type="checkbox"/> Illiterate adults</p> <p><input type="checkbox"/> Persons living with AIDS</p> <p><input type="checkbox"/> Migrant farm workers</p> <p><input type="checkbox"/> Other (please specify):</p>	<p>DUNS #:</p> <p>(Note: All entities receiving federal assistance are required to have a DUNS #)</p>

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
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Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE	12:00 PM, Monday, January 30, 2017
WHERE	<p>Email the grant application and required attachments to:</p> <p>jwayman@town.arlington.ma.us</p> <p>If you do not receive an email confirmation after sending your application, contact Julie Wayman.</p>
SUBMISSION DIRECTIONS	<ol style="list-style-type: none">1. Open the file2. Click "Save As"3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"4. Save to your computer <p>YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST</p>
SUBMISSION REQUIREMENTS	<ul style="list-style-type: none">• CDBG Grant Application• One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS <i>(if applicable)</i>• One (1) copy: Agency's most recent financial audit• One (1) copy; MA Certificate of Good Standing
OPTIONAL SUBMISSION DOCUMENTS	<ul style="list-style-type: none">• Letters of Support• Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
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January 30, 2017 at noon	Applications Due
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Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

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Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

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GRANT EVALUATION CRITERIA

The Board of Selectmen CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington's Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub-recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested.

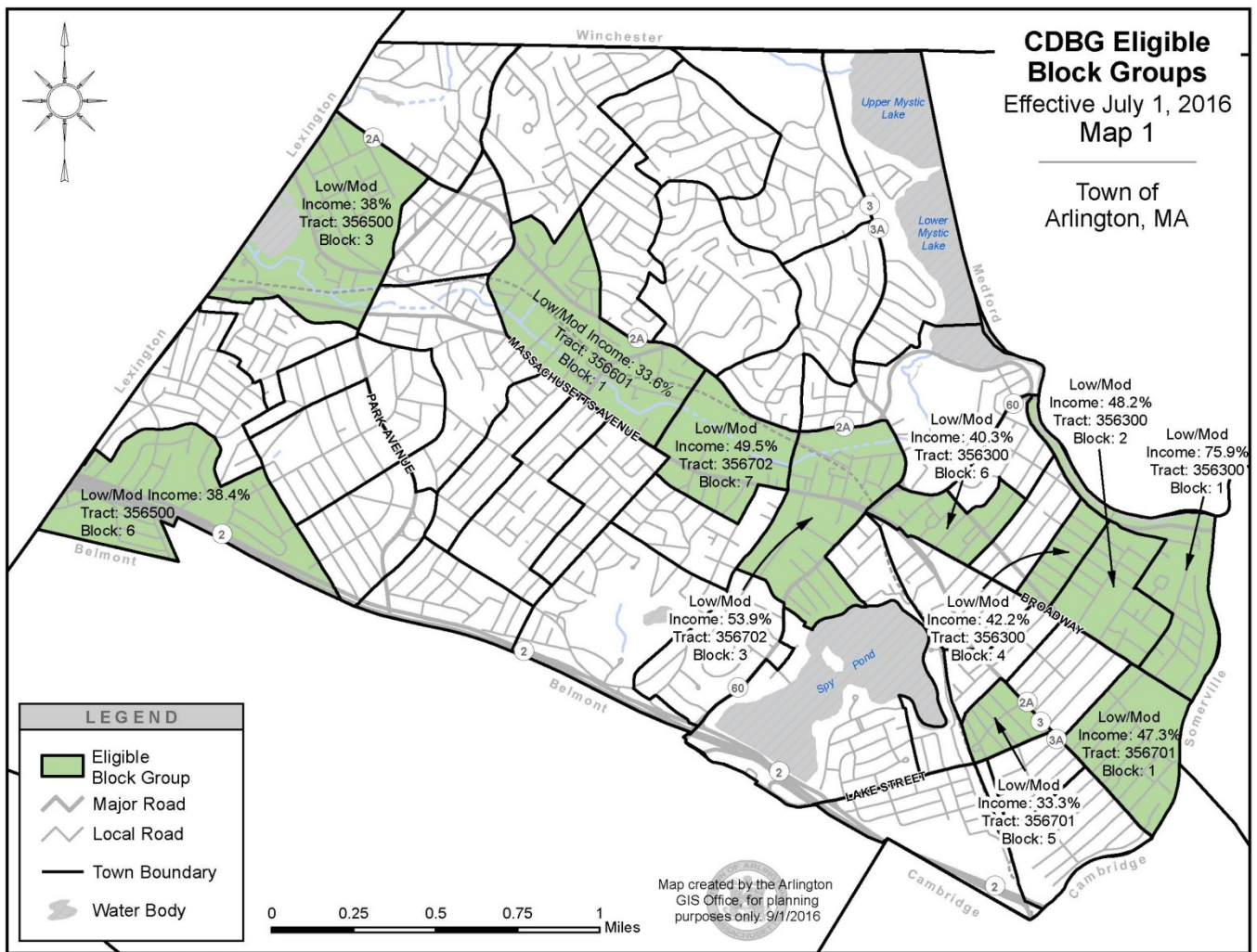
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

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Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

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**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



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CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE

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TOWN OF ARLINGTON
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January 4, 2017

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3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Major Activities – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

Outcome Measurement – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

Outputs – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Please note: HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub-recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested.

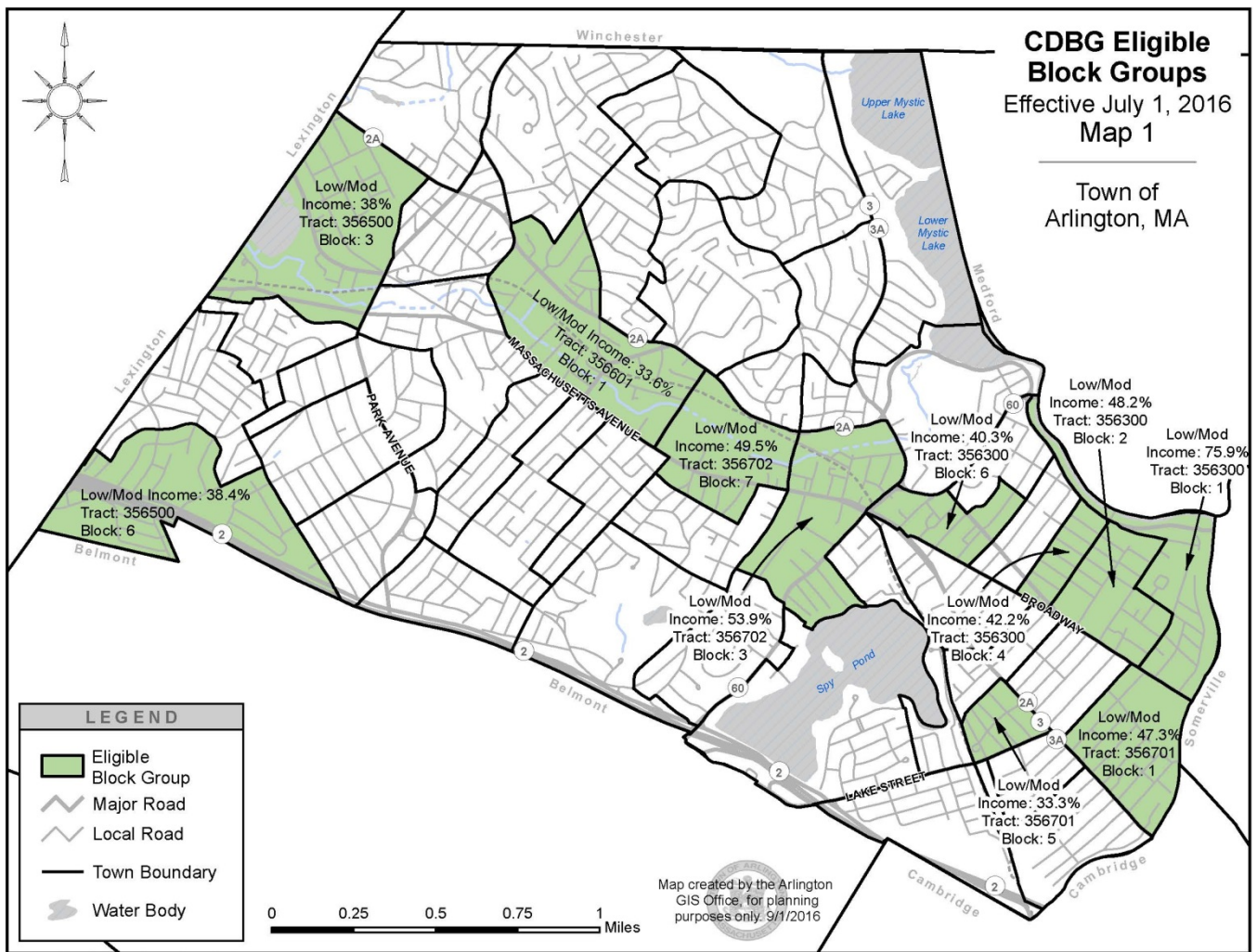
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:			
Total:			

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Housing Authority	Project Name: Operation Success Learning Center
Contact: Janet Maguire and Peggy Regan	Title: C0-Founders
Mailing Address: 45 Fremont Court	Project Location: Menotomy Manor
Email: jmaguire924@hotmail.com	Phone/Fax: 781-710-5309
Anticipated Start Dates: 09/20/2017	Anticipated End Dates: 06/20/2018
Amount of Request: \$6000.00	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input checked="" type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input checked="" type="checkbox"/> Other (please specify): middle and high school students who reside in the manor	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

Established in 1999 by Janet Maguire and Peggy Regan, Operation Success offers an academic program to approximately 30 children that reside in Menotomy Manor. There are 16 volunteers, teachers, retired teachers and Arlington residents who volunteer their time. The homework center is open four nights a week during the academic school year from 7:00-8:30 pm. Operation Success offers a structured and safe environment to learn. The focus is to help meet daily academic requirements at school, reinforce study skills, and improve organizational skills while building confidence, self-esteem, and good citizenship. Children receive individual and small group tutoring. The goal is for every child to gain awareness of his or her strengths. Operation Success offers a computer room (eight computers, four study rooms, and all supplies required to successfully complete assignments and projects.

2. Consolidated Plan Goals and Objectives

Students are actively participants in their learning.
Students gain the skills that they are independent learners
Students become active members of the Arlington community

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

Menotomy Manor

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

We partner with the Arlington Housing Authority.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

The community need is to provide a safe environment for the students of the manor to have a place to go to do their homework during the academic school year and receive assistance from teachers and community members.
We are open Monday through Thursday evenings from 7:00-8:00 pm with overall 16 volunteers servicing the project.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All clients are residents of Menotomy Manor.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The volunteer staff involved are members of the Arlington Public School as well as members of the Arlington community.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The overall cost of the program provides supplies for students to meet the expectations of their educational program.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

The Arlington Police Department works with us in conjunction with girls and boys programs offered during the academic school year to promote health citizenship.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

No

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

No

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

No

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Operation Success has serviced over hundreds of students that reside in Menotomy Manor since 1999 to meet their educational expectations.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	6000.00	0.00	6,000.00
Utilities	0.00	0.00	0.00
Repairs/Maintenance	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Salaries (List relevant positions)	0.00	0.00	0.00
Other:			
TOTAL PROPOSED BUDGET	6,000.00	6,000.00	6,000.00

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	N/A	N/A	N/A
Acquisition	"	"	"
Appraisals	"	"	"
Design	"	"	"
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:	N/A		
State:	N/A		
Local:	N/A		
Private:	N/A		
Total:	N/A		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
To provide a safe and conducive environment for students to complete their homework. Improve grades, study habits, and citizenship for at risk students that are of middle-school age that reside in the Manor	Improve the grades of participants in regards to homework completion, study skills and citizenship	2 Volunteer staff directors 16 volunteers 4 study rooms and one computer room that houses 8 computers	The program consists of Monday-Thursday evenings from 7:00-8:30 pm during the academic school year. The staff offers support to students that need assistance in their homework.	28 students from low-moderate households assisted with homework and other schoolwork	-Increased number of homework assignments completed and submitted on time. -Increased attendance because students are prepared -Enhanced self-esteem and trusting relationship with adults

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	28
Households Assisted	28	Jobs Created	



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Board of Selectmen, CDBG Sub-Committee

FROM: Jennifer Raitt, Director of Planning and Community Development

DATE: January 30, 2017

SUBJECT: CDBG Program Year 43 – Request for Funds

On behalf of the Department of Planning and Community Development, I am pleased to submit to you the following requests for Community Development Block Grant (CDBG) funds for the program year July 1, 2017 through June 30, 2018.

Planning

Planners – This is a request for **\$56,971** to fund a portion of the salary and fringe benefits of the Planner and Assistant Director/Housing Director planning work. Duties and responsibilities involve data gathering and analysis, local and comprehensive planning, affordable and fair housing studies and implementation.

Planning Studies – This is to request **\$30,000** for costs related to compliance with the HUD Rule to Affirmatively Further Fair Housing, including but not limited to hiring a consultant to begin the Assessment of Fair Housing, and public outreach related thereto.

Administration

CDBG Administrator – This is a request for **\$87,000** to fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The Administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD.

General Administration – This is a request for **\$15,000** for administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising and training and travel costs for the Administrator.

Total Request, Planning and Admin.: \$188,971



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE

12:00 PM, Monday, January 30, 2017

WHERE

Email the grant application and required attachments to:

jwayman@town.arlington.ma.us

If you do not receive an email confirmation after sending your application, contact Julie Wayman.

SUBMISSION DIRECTIONS

1. Open the file
2. Click "Save As"
3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"
4. Save to your computer

YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST

SUBMISSION REQUIREMENTS

- CDBG Grant Application
- One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS (*if applicable*)
- One (1) copy: Agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

OPTIONAL SUBMISSION DOCUMENTS

- Letters of Support
- Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
March 2017	Board of Selectmen subcommittee will meet to discuss CDBG applications.
April 24, 2017	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

Applicants may apply for funds to support the Consolidated Plan Goals and Objectives

Encouraging Collaborations

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

GRANT EVALUATION CRITERIA

The Board of Selectmen CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington's Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
1. Community Need Does the proposed project address a pressing or significant need in the town of Arlington in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
2. Resources & Capacity Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
3. Cost Benefit How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
4. Encouraging Partnerships Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
5. Leveraged Funds Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
6. Self Sufficiency Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
7. New Public Services Program Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application

Inputs – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

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Outcomes – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

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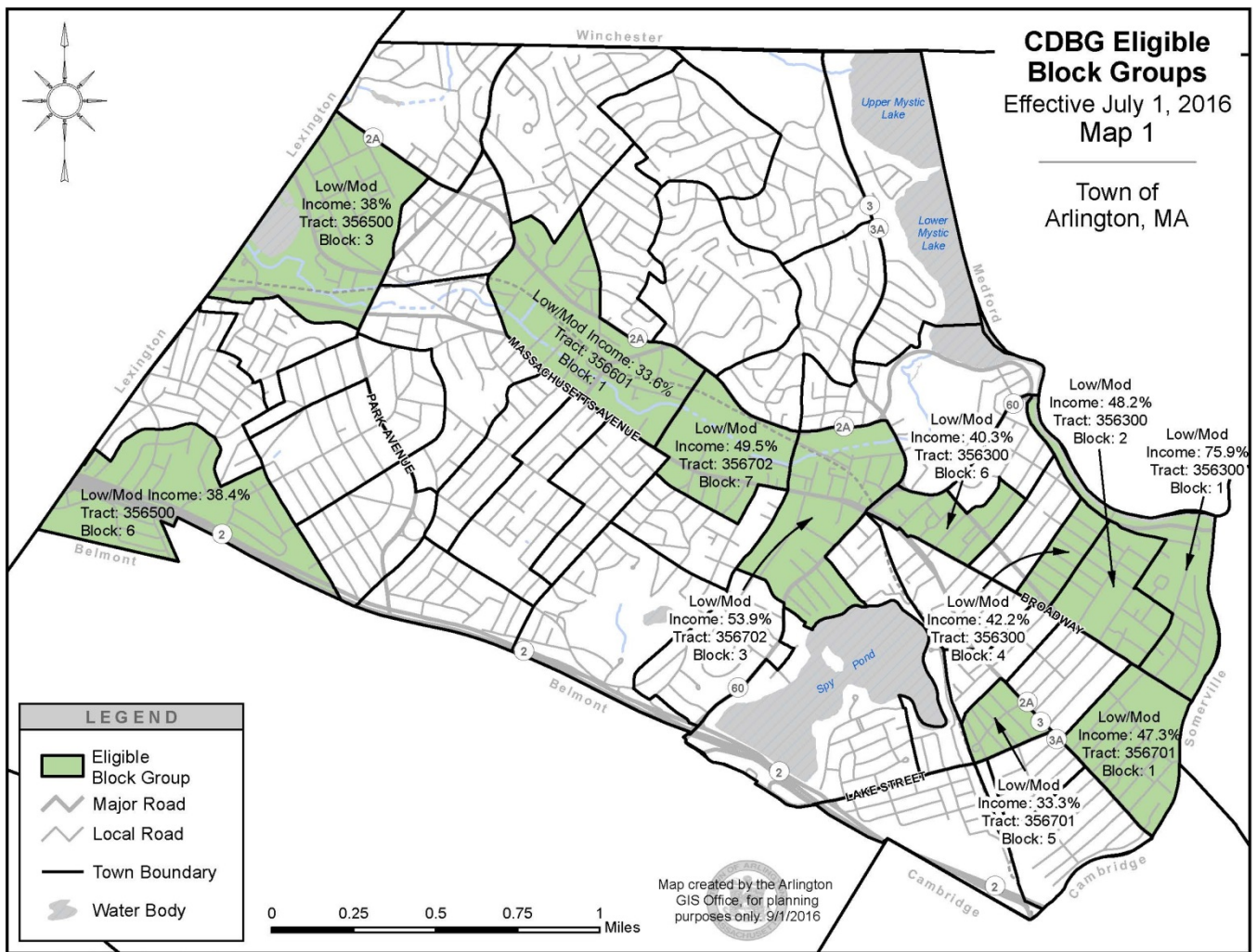
MEASURING ACCOMPLISHMENTS TABLE EXAMPLE

GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

Nationally Reportable Outputs			
Businesses Assisted		Persons Served	20
Households Assisted		Jobs Created	

PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the town of Arlington must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 18%;"><input type="checkbox"/> 501(c)3</div> <div style="width: 18%;"><input type="checkbox"/> For-profit authorized under 570.201(o)</div> <div style="width: 18%;"><input type="checkbox"/> Faith-based Organization</div> <div style="width: 18%;"><input type="checkbox"/> Unit of Government</div> <div style="width: 18%;"><input type="checkbox"/> Institution of Higher Education</div> </div>	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below. <div style="margin-top: 10px;"> <input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. </div>	
Does your program benefit any of the following? <div style="margin-left: 20px;"> <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify): </div>	DUNS #: <div style="margin-top: 20px;"> (Note: All entities receiving federal assistance are required to have a DUNS #) </div>

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	



**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

DEADLINE	12:00 PM, Monday, January 30, 2017
WHERE	<p>Email the grant application and required attachments to:</p> <p>jwayman@town.arlington.ma.us</p> <p>If you do not receive an email confirmation after sending your application, contact Julie Wayman.</p>
SUBMISSION DIRECTIONS	<ol style="list-style-type: none">1. Open the file2. Click "Save As"3. Rename file, "2017-2018 CDBG_ YOUR ORGANIZATION NAME"4. Save to your computer <p>YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST</p>
SUBMISSION REQUIREMENTS	<ul style="list-style-type: none">• CDBG Grant Application• One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS (<i>if applicable</i>)• One (1) copy: Agency's most recent financial audit• One (1) copy; MA Certificate of Good Standing
OPTIONAL SUBMISSION DOCUMENTS	<ul style="list-style-type: none">• Letters of Support• Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 19th from 6pm-7pm.

Failure to provide complete application and supporting documentation may result in a rejected application.

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Julie Wayman, CDBG Administrator
Department of Planning and Community Development
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3094
jwayman@town.arlington.ma.us

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

January 4, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington's Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding allows us as a town to make change to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- Economic Development
- Affordable Housing Development
- Housing Rehabilitation
- Public Facilities
- Public Parks and Open Space
- Public Infrastructure
- Public Services
- Planning and Administration

Year 43 2017-2018 CDBG Application Timeline	
January 4, 2017	Application released and available online at https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg
January 30, 2017 at noon	Applications Due
February 6th, 2017	Board of Selectmen meeting and public hearing on CDBG submissions. Applicants are invited to update the board on FY17 activities and preview of application for FY18.
March 2017	Board of Selectmen subcommittee will meet to discuss CDBG applications.
April 24, 2017	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following sections as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

ELIGIBLE ACTIVITIES

Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

Grant Program Descriptions & Eligible Activities

The Town of Arlington is requesting proposals for Program Year July 1, 2017 – June 30, 2018 for funding from the:

Community Development Block Grant (CDBG) Program: The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

Applicants may apply for funds to support the Consolidated Plan Goals and Objectives

Encouraging Collaborations

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

GRANT EVALUATION CRITERIA

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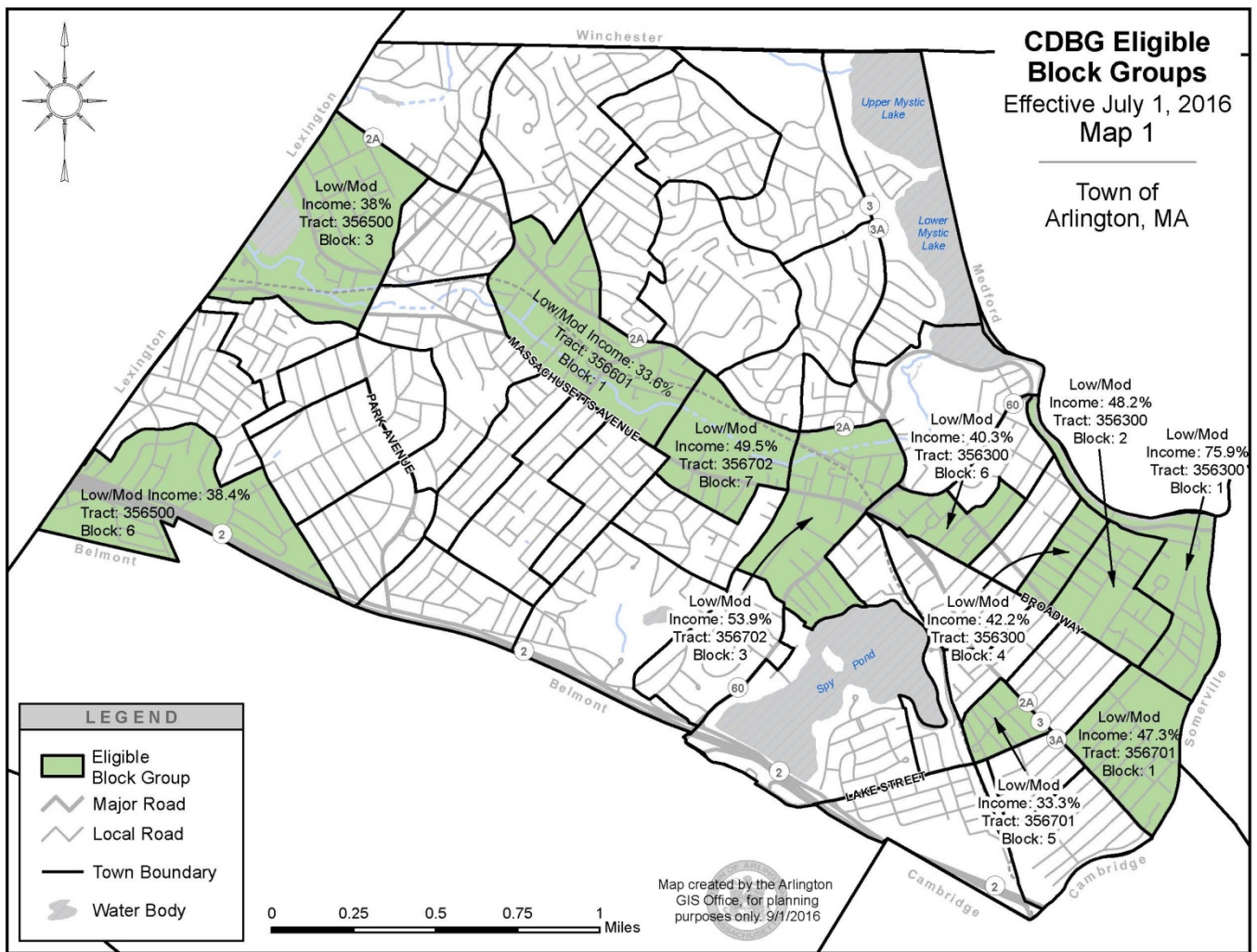
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CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

ECONOMIC DEVELOPMENT

Objectives

- Improve economic opportunities for low-income persons
- Creating local employment opportunities

AFFORDABLE HOUSING DEVELOPMENT

Objectives

- Development of affordable rental and ownership units

HOUSING REHABILITATION

- Rehabilitation of existing housing stock

PUBLIC FACILITIES

- Improvements to Public Facilities including Historic Preservation

PARKS, AND OPEN SPACE

Objectives

- Improvements to Public Parks and Open Spaces

PUBLIC INFRASTRUCTURE

Objectives

- ADA compliant sidewalks, curb cuts

PUBLIC SERVICES

Objectives

- Provision of essential public services to youth, elders, and vulnerable populations.

PLANNING AND ADMINISTRATION

Objectives

- Planning and Administration
-

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2017-2018

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone/Fax:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	
Please Identify the Type of Organization Applying for Funds (<i>Note: More than one may apply</i>)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input type="checkbox"/> Elderly persons (age 62 and older) <input type="checkbox"/> Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted		Jobs Created	

**TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDING
APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Council On Aging	Project Name: Transportation Enterprise Fund
Contact: Susan Carp	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA	Project Location: 27 Maple Street, Arlington, MA
Email: <u>scarp@town.arlington.ma.us</u>	Phone/Fax: 781-316-3400 fax/781-316-3409
Anticipated Start Dates: Ongoing	Anticipated End Dates: Ongoing
Amount of Request: \$94,880	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized <input type="checkbox"/> Faith-based <input checked="" type="checkbox"/> xxUnit of Government <input type="checkbox"/> Institution of under 570.201(o) Organization Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <input type="checkbox"/> Abused children <input checked="" type="checkbox"/> xxElderly persons (age 62 and <input type="checkbox"/> older) Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify):	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

The Council on Aging's Transportation program is one of the most important services offered to the seniors in Arlington. Transportation to medical appointments, local stores and to the senior center are critical in helping seniors remain independent and active in the community. Additionally, transportation to the Senior Center programs affords elders regular contact with others, a shared meal, and new learning experiences that not only alleviate isolation but also helps to mitigate depression.

The transportation department has 3 components; a subsidized taxi service Dial a Ride, Two handicap accessible lift-equipped vans, and a volunteer led medical escort program to take seniors to medical appointments.

2. Consolidated Plan Goals and Objectives

The goals include utilizing the transportation department's three aforementioned services to remove barriers, allowing access to health care and maintain a health status. In addition to support social interactions and intellectual growth, transportation is provided to the senior center so elders have to have access to meals, programs and services sponsored by the Council on Aging.

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

COA Van transportation is available to Arlington residents. The Dial a Ride Taxi Program, the subsidized taxi service, only serves the Arlington area. For medical appointments in the Boston Area, the volunteer Medical Escort Program addresses this need.

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

Our collaborative partners include:

- Yellow Cab of Belmont (aka Arlmont Taxi) has a contractual agreement with the Town of Arlington for the Dial A Ride Taxi Program
- Friends of the Arlington Council on Aging

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) **Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

There is a need to provide low cost and accessible transportation services to our low-income seniors. The COA Van operates M-F and offers rides to the Senior Center for \$1.50 each way. In town medical appointments are \$7 round trip, and out of town medical appointments are \$20 round trip. The Dial A Ride Program offers transportation services six days a week between 9-4 for rides in Arlington at the cost of \$5 for a taxi voucher.

Transportation is one of the key services the Council on Aging offers. Keeping seniors on the move is one of our main goals. The organization utilizes paid staff and volunteers to schedule rides, sell tickets to ride the van or taxi vouchers, and data entry activities that support the program.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

All clients will be residents of Arlington

2. **Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The Council on Aging always looks to expand communication and engagement efforts with seniors. The Senior Center serves as the primary activity hub and staff and employees are capable of executing the proposed project and can positively impact the Arlington Community.

The department actively engages in communication through the newsletter, flyers, information sessions, the COA's cable program, "Living Out Loud", and now on Facebook. We encourage our seniors to explore more than one option in transportation to keep them engaged in the community.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

It is difficult if not impossible to operate an enterprise fund for low cost senior transportation without financial assistance through grants or donations. The cost benefit is great; reducing isolation, frailty, and depression are valuable components to a seniors health and difficult to quantify for this presentation. Transportation is an active component to our services as evidence of the need.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

This request will continue to seek contributions from riders, continue to seek grants, and donations.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

This program is supported by COA staff who are funded by the municipality and a small amount of funds from the Formula Allocation through the Executive Office of Elder Affairs.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

This program will not be self- sufficient, it is an enterprise fund to provide low cost transportation.

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

This is not a new program. The MBTA "The Ride" is a service provider for those qualified, however the cost is too high for seniors to use regularly to the senior center and back.

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	-0-	\$500	\$500
Rider	-0-	-0-	-0-
Repairs/Maintenance	-0-	\$7,000	\$7,000
Travel	-0-	-0-	-0-
Salaries: FT Driver, PT Drivers, Info & Ref.	\$74,880	\$3,000	\$77,880
Dial a Ride	\$20,000	\$2,500	\$22,500
Donation: Symmes/Friends		\$21,000	\$21,000
Other:			
TOTAL PROPOSED BUDGET	\$94,880	\$34,000	\$128,880

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
	EOEA	\$3,500	Committed
State:			
Local:	Municipal/General	\$9,500	Committed
Private:	SYMMS/Friends of COA	\$21,000	Pending/Unknown
Total:		\$34,000	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Provide low cost transportation to Arlington seniors	Transportation removes obstacles to health care and community. Goal to reduce isolation, frailty, and depressing. Transportation leads to an Age Friendly Community	Existing staff and Transportation Coordinator along with volunteers will aide in service delivery	COA Transportation operates 5 days per week. Van is lift equipped for handicapped riders, taxi operates 6 days a week. There are 2 Transportation seminars per year and 2 programs filmed on cable to educate seniors about transportation options.	There are 187 unique riders with over 7,000 rides per year. Dial a Ride Taxi has 75 participants with 150 rides per month in total.	ST: Maintain the integrity of the transportation program, offering a family of transportation services. LT: Increase low cost transportation options for our seniors

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	187/Van 75/Dial A Ride
Households Assisted	187	Jobs Created	none

**TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDING
APPLICATION
FISCAL YEAR 2017-2018**

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Council on Aging	Project Name: Volunteer Coordinator
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA 02476	Project Location: 27 Maple Street, Arlington, MA
Email: scarp@town.arlington.ma.us	Phone/Fax: 781-316-3400 Fax/ 781-316-3409
Anticipated Start Dates: On going	Anticipated End Dates: Ongoing
Amount of Request: \$56,252	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized <input type="checkbox"/> Faith-based <input checked="" type="checkbox"/> xxUnit of Government <input type="checkbox"/> Institution of under 570.201(o) Organization Higher Education	
Determining Eligibility This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.	
<input type="checkbox"/> Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Does your program benefit any of the following? <ul style="list-style-type: none"> <input type="checkbox"/> Abused children <input checked="" type="checkbox"/> xxElderly persons (age 62 and <input type="checkbox"/> older) Battered spouses <input type="checkbox"/> Homeless persons <input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*) <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers <input type="checkbox"/> Other (please specify): 	DUNS #: (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):

In 1990, The Board of Selectmen established the Volunteer Coordinator and Transportation Supervisor role, a traditionally grant funded position. This role serves to supervise and coordinate volunteers as well as manage the van and transportation program and is essential to the Council on Aging's mission to engage senior citizens in community participation. The Volunteer/Transportation Coordinator will ultimately be responsible to ensuring smooth service delivery in all areas.

2. Consolidated Plan Goals and Objectives

The Volunteer and Transportation Coordinator's duties include coordinating the Council on Aging Van, the Council on Aging Medical Escort Program, scheduling rides for cancer patients, and Dial a Ride taxi program. In addition, the coordinator seeks to engage seniors and recruit volunteers. Volunteering encourages civic engagement and volunteer hours fill the gap where budgets end and the need for services exist. Through the transportation program, seniors will be able to access the community, attend social programming and participate in civic engagement, which are necessary to healthily age in place.

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

All activities will be located in Arlington, MA

III. Attachments

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

- Retired Men's Club of Arlington
- Friends of Arlington Council on Aging
- Arlington Seniors Association
- Minuteman Senior Services – Congregate Meal Site

Project Narrative

Based on the evaluation criteria identified, use the space provided to answer each prompt

1. a) **Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Arlington strives to be an Age Friendly Community and continues to explore options to engage the older community members. The Volunteering and Transportation Coordinator provides management to two key elements in engagement, keeping the senior active and involved in the community.

The Volunteering component of this role includes promoting the vitality of the older adult and decreases ageism by actively engaging the older adult in the community. In fact, many volunteers are retiree's and have been the thread of the Arlington community. Volunteers assist in implementing programs, performing administrative duties, research special projects, and even help at flu clinics. The coordinator is vital to maintaining this effective and structured system.

Secondly, Arlington does have access to public transportation; however for the older adult transportation barriers such as getting to the access point and standing, waiting for the bus can be problematic. The Council on Aging's wheelchair equipped van provides a curb-to-curb transportation service, which is necessary to meet the needs of all seniors. Additionally the transportation service helps seniors maintain a healthy lifestyle by increasing access to health care and supporting mental and emotional health by encouraging community and social interactions. Engaging older adults is a mutually benefit relationship for the health and well being of the senior and for the Town of Arlington.

1. b) Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

Only Arlington residents 60 years and older will be able to utilize the transportation services.

Individuals who choose to volunteer for the Council on Aging are primarily Arlington residents of all ages, however the vast majority are seniors themselves. Approximately 5% of total volunteers are living outside of Arlington but through community collaborations with local businesses; choose to give their time back to the community in which they work.

2. **Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

All programs are advertised with flyers, information sessions, newsletters, cable program public service announcements, and local newspapers. Most recently, the Council on Aging has implemented a Facebook page to interact and expand communication efforts with older adults in this media age.

3. **Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Volunteer and Transportation Coordinator Position is a grant funded role that is vital to fulfilling the organizations mission. The role of the volunteer for programs and services within the COA saves the Town of Arlington over \$95,000 per year with the total cumulative hours of service performed.

Volunteers perform a variety of functions and supplement service delivery where municipal budgets fall short. Volunteers support the Council on Aging in administrative duties; companion visits to homebound elders, scheduling transportation requests, drivers to medical appointments, and much more. The volunteers and the volunteer and transportation coordinator are essential to successful senior programming that will allow Arlington Seniors to thrive in the community.

4. Encouraging Partnerships: Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

By virtue of cultivating volunteers, the role of the Volunteer Coordinator is to develop and maintain partnerships throughout the community in every possible way. The level of programming, many of which are unique, provides an excellent platform to accomplish the development of long term partners. Some examples of these partnerships include utilizing Police, Retired Men's Club, and Schools in service deliver and program assistance.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Historically this project has been complimented by staff within the Council on Aging and this will not change. The Intake and Referral specialist, COA Social Worker, COA Administrative Assistant and the Executive Director all support the 7 hours/week this funding does not cover. This request is to fund a 28 hour a week program for a 35 hour week program. Volunteers also fill the service gap.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

The Council On Aging will continue to need CDBG funding for the Volunteer/Transportation Coordinator role.

7. New Public Services Program: Is the proposed project offering a new service and is it available from any other providers in the community?

The Volunteer/Transportation Coordinator role will continue to expand the presence in the organization and community. There are no other dedicated providers in the community; the role of the coordinator is to seek and maintain community partners to assist the Arlington Council on Aging in achieving the organization's goals and mission.

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

A. Non-Construction Projects/Activities (Public Services)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	0	\$500	\$500
Utilities	0	0	
Repairs/Maintenance	0	0	
Travel	0	\$100	\$100
Salaries (List relevant <i>Coordinator</i> positions)	\$56,252		\$56,252
Other:			
TOTAL PROPOSED BUDGET	\$56,252	\$600	\$56,852

B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source		Amount	Committed or Pending
Other Federal:			
State:	EOEA	\$600	Committed
Local:			
Private:			
Total:			

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Seniors will be able to access the community and its services at a reasonable cost, allowing non drivers an opportunity to age in place. Volunteering encourages civic engagement, reduces isolation, frailty and depression. Volunteers fill the gaps between budget and service need.	Continue to provide low cost transportation to seniors who no longer drive. Engage individuals in civic engagement.	CDBG funded position to supervise senior transportation and volunteers. COA has 2 Wheelchair accessible Vans and 4 part time drivers. There are about 130 volunteers that participate in every aspect of the Council on Aging.	Transportation is available M-F. Services include Medical Appointments, Errands, and trips to the Senior Center Volunteers provide clerical support for transportation services and support to the 85+ programs	Transportation serves 187 unique riders and over 130 volunteer at the 85+ programs. Volunteering keeps seniors engaged in the community, reduces isolation, frailty and depression. Increases access to low cost meals and food through Food Link. Volunteers participate in over 85 programs reaching over 2,000 seniors per year.	Transportation ST: Provide a low cost, efficient and safe senior transportation program. LT: Continue to seek low cost options for senior transportation Volunteers: ST: Maintain the integrity of the program LT: Increase the number of volunteers for special projects.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	187 Unique Riders/130 Volunteers
Households Assisted		Jobs Created	none



Town of Arlington, Massachusetts

Equal Opportunity Committee

Summary:

Andrea Haas (term to expire 1/31/2020)

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Haas_appt..pdf	Town Manager recommendation, A. Haas letter and resume, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: February 1, 2017

TO: Board Members

SUBJECT: Appointment to the Equal Opportunity Committee

This memo is to request the Board's approval of my appointment of Andrea Haas, 164R Summer Street, Arlington, MA 02474, to the Equal Opportunity Committee, with a term expiration date of 1/31/2020.


Town Manager

Andrea Haas
164R Summer Street
Arlington, MA 02474

January 9, 2017

Adam Chapdelaine
Town Manager
730 Massachusetts Ave
Arlington, MA 02476
achapdelaine@town.arlington.ma.us

Dear Town Manager Chapdelaine:

I am writing regarding the present openings on the Town of Arlington's Equal Opportunity Committee (EOAC). I have been attending these committee's meetings for the past nine months and now seek formal appointment to the committee. I live in Arlington and have practiced in this field as an attorney for more than five years. I would welcome the opportunity to assist my town through committee service and further the goals of the committee to ensure we have a diverse and robust local workforce and community.

Professionally I work in the field of employment law representing employees who have experienced unjust treatment in their workplace, whether it be because of their race, gender, disability, or in retaliation for standing up for the rights of others. Through my work I have been exposed to the many benefits of a diverse workforce in schools, public employers, and private offices. I am confident that my familiarity with hiring best practices, anti-discrimination laws, and public hiring processes will make me a valuable addition to the committee.

Outside of work I am a local resident of just over three years interested in supporting Arlington as a vibrant community where I will raise my family. Within town I am on the steering committee of the Arlington Family Connection, a non-profit which serves young families, and deliver food monthly to Elliot Community Services to support local residents striving to live independently.

I am available at your convenience to discuss this opening. Please feel free to contact me if you require any additional materials. Thank you for your consideration.

Sincerely,

Andrea Haas

ANDREA L. HAAS

164R Summer St
Arlington, MA 02474

LEGAL EXPERIENCE

Law Offices of Joseph Sulman, Employment Litigation, Boston MA **2016—Present**
Litigation Associate

Represented employees in all stages of employment relationship including review of non-competition agreements, performance counseling, reasonable accommodation requests, and negotiating severance agreements. Pursued resolution through litigation when necessary including responsibilities during all aspects of client representation from initial meeting, to complaint drafting, serving and responding to discovery, and drafting persuasive motions.

Law Offices of Paul H. Merry, Employment Litigation, Boston MA **2009—Present**
Litigation Associate

Second chaired two jury trials including a race discrimination and retaliation trial in state court and a failure to reasonably accommodate and disability discrimination trial in federal court. Reviewed medical records, identified recoverable damages, drafted demand letters, and negotiated settlement. Conducted and defended depositions and located and interviewed fact and emotional distress witnesses. Pursued unemployment benefits through hearings and appeals to district court.

Massachusetts Commission Against Discrimination, Legal, Boston MA **June 2008—Sept. 2009**
Commission Counsel Legal Intern

Second chaired public hearing phase of denial of same sex benefits case. Assisted Commission Counsel with all aspects of representation of complainants on behalf of the agency including locating and interviewing witnesses, serving and responding to discovery, interviewing complaints, and preparing motions to compel. Participated in conciliations and mediations by actively counseling complainants on merits of their cases. Acted as designee of Commissioner and heard LOPC appeals. Performed legal research in support of agency appellate work, position papers regarding jurisdiction, and legislative history research. Conducted investigations and made recommendations to Investigating Commissioner.

Massachusetts Department of Youth Services, General Counsel's Office, Boston MA **2007**
Legal Intern

Conducted an investigation under the Massachusetts Torts Claims Act analyzing liability and available governmental immunities. Investigated compliance with state laws and the scope of the Commissioner's authority. Drafted respondent position statements for MCAD.

Hamilton Brook Smith Reynolds, P.C., Intellectual Property Boutique, Concord, MA **2007**
Summer Associate

Drafted an appeal brief for the U.S. Patent and Trademark Office, prepared responses to office actions on pending utility patents, drafted a patent application, and performed legal research regarding trademark, copyright, and civil procedure issues.

Landlord/Tenant Clinic, Suffolk University Legal Services, Chelsea MA 2006—2007
Student Advocate, SJC Rule 3:03 Certified
Defended summary process tenants, including filing answers, preparing and responding to discovery, collaborating on pre-trial memorandum, and negotiating with opposing counsel. Interacted with tenants, public housing authorities, and private landlords.

CONSULTING EXPERIENCE

Chase Paymentech Solutions, Financial Services, Salem, NH 2004—2007
Quality Assurance Analyst
Evaluated and tested in-house software for compliance with design and functionality requirements. Mentored junior team members in best practices and testing techniques.

Cambridge Technology Partners and Novell, IT Consulting, Cambridge, MA 1997—2004
Senior Developer and Technical Lead
Collaborated with software team to assess Fortune-1000 clients' business needs and technical requirements. Developed web based and independent custom software solutions. Demonstrated skills including technical writing, contract review, and business requirement development.

EDUCATION

Suffolk University Law School, Boston MA
Juris Doctor, Evening Division, *cum laude*, 2008
Dean's List, 2004—2008
Balfour Scholarship Winner and Phi Delta Phi Vice Magistar, 2006—2007
Journal of High Technology Law Staff, Fall 2006
Health and Biomedical Law Concentration

Tufts University, Medford MA
Masters of Science in Computer Science, 2006

Villanova University, Villanova PA
Bachelor of Science in Computer Science, 1997

PROFESSIONAL MEMBERSHIPS

Massachusetts Employment Lawyers Association
National Employment Lawyers Association

BAR ADMISSIONS

Massachusetts and U.S. District Court for the District of Massachusetts

CIVIC INVOLVEMENT

Arlington Family Connection Steering Committee
Chi Omega Fraternity Alumna Volunteer, 2004-2016

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 25, 2017

Andrea Haas
164R Summer Street
Arlington, MA 02474

Re: Appointment: Equal Opportunity Committee

Dear Ms. Haas:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, February 6th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Human Rights Commission

Summary:

David Swanson (term to expire 1/31/2020)

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Swanson_appt.pdf	Town Manager recommendation, D. Swanson letter and resume, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 30, 2017

TO: Board Members

SUBJECT: Appointment to the Human Rights Commission

This memo is to request the Board's approval of my appointment of David Swanson, 21 Dartmouth Street, Arlington, MA 02474, to the Human Rights Commission, with a term expiration date of 1/31/2020.


Town Manager

December 15, 2016

Adam Chapdelaine
Town Manager, Town of Arlington
730 Massachusetts Ave.
Arlington, MA 02476

Dear Mr. Chapdelaine:

I am writing to introduce myself and express my interest in serving on the Arlington Human Rights Commission (AHRC). I am confident that my legal and public policy experience, combined with my commitment to promoting a more inclusive society, would allow me to make a substantial contribution to the AHRC.

Since graduating from law school in 2012, I have worked at the Massachusetts Legislature, first as legal counsel for the joint committee on economic development and emerging technologies, and currently, as general counsel for Senator Kenneth J. Donnelly. These experiences have allowed me to witness firsthand the awesome impact that the law can have in ensuring a more just and tolerant society. Whether working on issues involving income inequality, access to adequate housing or discrimination in public accommodations, fair and equal treatment under the law has been a central focus of my tenure at the State House.

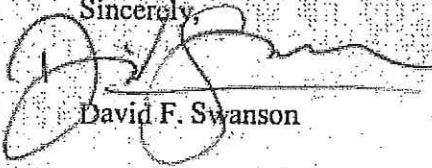
In the aftermath of the recent presidential election, I am alarmed by the increasing number of incidents across the country in which people of all different backgrounds, including Muslim Americans, African Americans and LGBTQ Americans, have been the targets of violence, harassment and intimidation. I have heard from dozens of Senator Donnelly's constituents in Arlington, Billerica, Burlington, Lexington and Woburn, expressing their fears and concerns about how they will be treated by the Trump Administration, whose recent appointment of Stephen Bannon, with his well-documented ties to the White Nationalist movement, only exacerbates and validates their concerns.

Now more than ever, we must encourage our communities and our neighbors to redouble efforts to promote tolerance over bigotry and compassion over indifference. If given the opportunity, I will do that as a contributing member of the AHRC. Together, we must continue to dedicate ourselves to Arlington's long-standing commitment to diversity and inclusiveness -- a

commitment so eloquently declared in the town's bylaws: "Our town's mix of ethnic, religious and cultural backgrounds, as well as economic and personal circumstances, enriches us all. We will be known for the warm welcome and respect we extend to all."

Thank you for your time and consideration. I am confident that I could make a positive contribution to the goals of the AHRC, and I hope to meet with you so that we can further discuss my experience and qualifications.

Sincerely,

A handwritten signature in dark ink, appearing to read "David F. Swanson", written over a horizontal line.

David F. Swanson

David F. Swanson

21 Dartmouth Street ▪ Arlington, MA 02474 ▪

BAR ADMISSION

- Member of the Massachusetts State Bar (2012-present).

WORK EXPERIENCE

Office of State Senator Kenneth J. Donnelly

Senate Majority Whip (D-Arlington), Boston, MA

January 2016-present

General Counsel: Draft legislation filed by the Senator and manage the Senator's legislative and budget priorities in coordination with the Chief of Staff. Serve as the primary legal contact for the Senator's office. Hold meetings with executive agencies, legislative offices and interested parties to advance the Senator's agenda. During legislative formal sessions, track debate and advise the Senator on pending legislation, including the state budget. Coordinate all legislative committee work for the Senator, including attending and staffing committee hearings and advising the Senator on committee polls.

Joint Committee on Economic Development & Emerging Technologies

Office of State Representative Joseph F. Wagner, Chairman, Boston, MA

March 2013-January 2016

Legal Counsel: Drafted legislation and prepared committee redrafts of bills on matters concerning economic development, workforce training and development, commercial and industrial establishments, casino gaming, biotechnology, the Internet, computer science and the retention of science or technology-intensive industries. Analyzed pending legislation, drafted bill summaries and made recommendations to the House Chairman regarding action to be taken by the committee. Served as the primary legal contact for industry lobbyists, advocacy groups and individuals on all issues pending before the committee. Helped draft major economic development legislation enacted into law, *An Act Promoting Economic Growth across the Commonwealth*, Chapter 287 of the Acts of 2014. Worked with House and Senate conference committee members to reach compromise on that bill.

Office of Policy & Cabinet Affairs

Office of Governor Deval L. Patrick, Boston, MA

October 2012-February 2013

November 2011-February 2012

Policy Fellow: Prepared research reports, analyzed bills and regulations, reviewed testimony and talking points, wrote internal memoranda and provided policy recommendations. Conducted research and analysis on a wide range of topics, including education, criminal justice reform, financial services, healthcare, environmental affairs, transportation, energy initiatives, elder affairs and economic development issues. Worked with the Executive Branch Secretaries and their staff to promote the Governor's policy priorities. Assisted the Director of Policy and Cabinet Affairs during meetings with outside stakeholders, constituents and cabinet secretaries and their staff.

O'Neill and Associates, Boston, MA

August-October 2011

Lobbying & Government Relations Intern: Provided general support for this lobbying firm, which specializes in state and local government relations and media communication. Duties included conducting legal and non-legal research, drafting internal memoranda and sitting in on client meetings.

Governo Law Firm LLC, Boston, MA

May-August 2011

Law Clerk: Provided litigation support for this medium-sized firm, which specializes in insurance, product liability and toxic tort defense litigation. Drafted various discovery and pre-trial motions, including Motions in Limine, Motions to Compel, subpoenas and notice of deposition. Other duties included researching and

analyzing medical records and case law, drafting internal memoranda, conducting fact investigations and preparing and attending witness depositions and trials to assist in development of defense strategies.

The Honorable Norman H. Stahl
United States Court of Appeals, First Circuit, Boston, MA

November 2010-February 2011

Judicial Intern: Conducted legal research and wrote twelve bench memorandums on a variety of civil and criminal cases. Topics included a civil RICO suit, the Younger abstention doctrine, a federal takings claim, search and seizure violations under the 4th Amendment and a franchisee-franchisor contract dispute. Observed and assisted Judge Stahl in appellate court proceedings.

The Honorable Magistrate Judith G. Dein
United States District Court (D. Mass.), Boston, MA

June-August 2010

Judicial Intern: Conducted legal research and drafted judicial opinions on various civil and criminal law issues, including judicial standing, trademark infringement and freedom of expression under the 1st Amendment. Observed and assisted Judge Dein in courtroom proceedings, mediation hearings and pretrial conferences.

EDUCATION

Northeastern University School of Law, Boston, MA
J.D., May 2012

- Honors: • Dean's Scholarship Recipient (2009-12).
- Activities: • Symposium Editor (2011-12) and Staff Member (2010-11), *Northeastern University Law Journal*.
• Social Justice Project – assisted the New England Regional Council of Carpenters by conducting legal research and writing a report proposing legal and legislative strategies to combat the misclassification of workers in the construction industry (2009-10).
- Leadership: • Teaching Fellow – a student instructor for required 1L course focusing on research, writing and critical legal practice skills, which culminated in a social justice project for the United Nations Special Rapporteur on Violence Against Women (Fall 2010).
• Elected Vice President of Programs & Administration, Northeastern University's Graduate Student Government (2011-12).
• Elected student representative of the Student Bar Association, member of the Public Interest and Judicial Clerkship Committees (2010-12).

Bowdoin College, Brunswick, ME
B.A. in Government & Legal Studies with a minor in Theater, May 2009

- Honors: • New England Small College Athletic Conference All Academic Team (2007-09).
• Sarah and James Bowdoin Scholar, Dean's List (2006-07).
• Simon Gray Prize Winner for most distinguished work in a politics course at the University of Edinburgh (Fall 2007).
- Activities: • Captain (2008-09), and Team member (2005-09), Swim Team.
• Captain (2008), and Team member (2005-09), Club Water Polo Team.
• Director of a One-Act Play, Bertolt Brecht's "The Informer" (Spring 2006).
- Study Abroad: • International Human Rights at the **University of Edinburgh**, Edinburgh, Scotland (Fall 2007).

VOLUNTEER EXPERIENCE

- Massachusetts GOTV volunteer, various federal and state Democratic campaigns (Fall 2012, 2014 & 2016).
- Commissioner, Newton Economic Development Commission (August 2014-July 2015).
- Volunteer, Bowdoin's Annual Polar Bear Triathlon (all proceeds donated to charity) (April 2006-09).

OFFICE OF THE BOARD OF SELECTMEN

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KEVIN F. GREELEY
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730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 23, 2017

David Swanson
21 Dartmouth Street
Arlington, MA 02474

Re: Appointment: Human Rights Commission

Dear Mr. Swanson:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, February 6th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Redevelopment Board

Summary:

Eugene Benson (term to expire 1/31/2020)

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Benson_appt.pdf	Town Manager recommendation, E. Benson resume, Meeting notice



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: January 30, 2017

TO: Board Members

SUBJECT: Appointment to the Arlington Redevelopment Board

This memo is to request the Board's approval of my appointment of Eugene Benson, 16 Hillsdale Road, Arlington, MA 02476, to the Arlington Redevelopment Board, with a term expiration date of 1/31/2020.


Town Manager

Eugene B. Benson
16 Hillsdale Road
Arlington, MA 02476

December 28, 2016

By email to jraitt@town.arlington.ma.us

Jennifer Raitt
Town of Arlington Director of Planning & Community Development
730 Massachusetts Avenue
Arlington, MA 02476

Re: Vacancy on the Arlington Redevelopment Board

Dear Ms. Raitt:

I would like to be considered to fill the vacancy on the Arlington Redevelopment Board (ARB).


I have resided in Arlington since 1990, care about our town, and have a background in planning, zoning, and community development. Perhaps of most relevance, I am an Adjunct Professor at the Boston University Metropolitan College Graduate Program in City Planning and Urban Affairs, where I teach Planning & Land Use Law, and Environmental Law & Policy. When I was actively practicing law, I advised and represented community groups on land use and development issues. With the Metropolitan Area Planning Council, I helped to create and teach The Institute on Leadership in Equity and Development (ILEAD), a day-long training on development issues and equity provided to residents of lower income communities. I have also been on the Executive Committees of both Transportation for America and Transportation for Massachusetts, two organizations that recognize the importance of melding transportation finance and policy with community planning and development.

I have volunteered for Arlington before. I was on the Council on Aging for one three-year term. I was on the Vision 2020 Standing Committee for more than a decade, headed the Environment Task Group, and helped found and lead Sustainable Arlington, the Spy Pond Committee, and the Arlington Reservoir Committee. I helped start and was on the first board of directors of Friends of Menotomy Rocks Park. I also volunteered in leadership roles with regional non-profits that benefit Arlington, as Chair of the Board of the Mystic River Watershed Association and of The Food Project. Those volunteer opportunities, along with my previous job which required my attendance at many evening meetings, took so much of my time that I ended my volunteer work in Arlington almost ten years ago. Now I have a different job and I have the time to devote to the ARB.

I have included a copy of my resume with this letter and would be happy to meet to follow up. Please contact me at ebbenon@verizon.net or at my cell phone at 339-368-3143.

Thank you.

Sincerely,



Eugene B. Benson

EUGENE B. BENSON

16 HILLSDALE ROAD, ARLINGTON, MA 02476

OVERVIEW

Accomplished attorney, manager, and teacher. Experience in government, non-profit organizations, and academia. Proven ability to manage work and projects successfully; handle complex matters; develop creative approaches and solutions; work collaboratively within organizations, with outside interests, and in community-based advocacy; lead legal and technical staff; train and mentor attorneys and students; accomplish organization, client, and program goals; create and teach graduate level university courses.

PROFESSIONAL POSITIONS

Massachusetts Association of Conservation Commissions, Inc., (MACC) Belmont, MA, 2013-present.

Executive Director

Lead a non-profit corporation that protects Massachusetts' natural resources through education, advocacy and support of conservation commissions. Responsible for achievement of the organization's mission and financial objectives; program planning, development and oversight; board and community relations; finance and development; legislative and regulatory advocacy; and staff supervision.

Alternatives for Community and Environment, Inc., (ACE), Roxbury, MA, 2003-2013.

Legal Counsel and Environmental Justice Legal Services Program Director

Directed ACE's legal services program and state-wide pro bono assistance network. Represented and advised residents and groups in low income communities and communities of color working to protect and improve the natural and built environments and public health in their communities. Supervised staff and students. Litigated cases, negotiated agreements. Led environmental justice policy and planning initiatives, drafted legislation, lobbied, commented on proposed regulations. Formed the Massachusetts Environmental Justice Alliance and the Healthy Air Coalition. Member of the executive committees of Transportation for America and Transportation for Massachusetts. Accomplishments include: assisted community residents in Chelsea in preventing the approval of a diesel power plant proposed for their community; obtained a \$1,000,000 payment in a federal court action for water quality improvement and wetland restoration projects in the Mystic River; negotiated the creation of the Massachusetts Bay Transportation Authority Rider Oversight Committee; represented residents of Brockton and West Bridgewater in preventing a proposed fossil fuel power plant from using the public potable water supply for its cooling towers.

Massachusetts Water Resources Authority (MWRA), Boston, MA, 1989-2003.

Associate General Counsel, Environmental Law, 2001-2003.

Deputy General Counsel, Toxic Reduction and Control, 1989-2001.

Led the environmental law practice and the environmental enforcement and regulatory practice. Hired and supervised legal staff. Provided legal and policy advice to management, technical, field, and enforcement staff on environmental and regulatory matters. Represented MWRA in court and administrative adjudications of its environmental enforcement actions and in collaborations and negotiations for its programs and permits. Managed innovative regulatory programs. Accomplishments include: rewrote MWRA regulations; negotiated more than \$1,000,000 in penalty payments to the MWRA for environmental violations; collaborated with the Department of Environmental

Protection (DEP) on regulations amendments so that MWRA sewer use permit holders would no longer require a DEP sewer use permit.

Massachusetts Department of Public Welfare, Boston, MA, 1986-1989.

Deputy General Counsel

Managed two multi-lawyer units within the law department. Provided legal and policy advice and representation on federal audits, financial disallowances, and monetary sanctions; and concerning welfare, homelessness, and revenue recovery programs. Represented Department in defensive litigation and developed affirmative litigation. Advised on legislative initiatives. Accomplishments include: prevented the federal government from withdrawing funding to Massachusetts for the clothing allowance payment to families with school age children; litigated a Freedom of Information Act case successfully against the federal government.

Cambridge and Somerville Legal Services, Inc., Cambridge, MA, 1983-1986.

Executive Director

Led non-profit corporation that provided legal advice and representation to low-income, elderly, and disabled persons through staff attorneys and paid private attorney panel. Supervised staff legal work; directed administrative, financial, budgeting, funding, and case management systems; maintained compliance with federal regulations for legal services programs. Raised funds, administered grants, developed and implemented new programs, negotiated union contracts. Accomplishments during a time of hostile federal budget cuts and oversight include: stabilized and increased program funding; diversified the funding base; increased services provided by creating an immigration law clinic, special education law program, and disability law program.

Maryland Legal Aid Bureau, Inc., 1975-1982.

Chief Attorney, Midwestern Maryland Office, Frederick, MD, 1979-1982.

Established and led a regional office for three previously unserved rural counties. Provided legal advice and representation to low income persons and groups. Litigated in state and federal trial and appellate courts. Hired, supervised, and trained staff. Wrote and administered contracts and grants.

Managing Attorney and Staff Attorney, Prince George's County Senior Citizens Law Project, Mt. Rainier, MD, 1975-1979.

Began as a VISTA lawyer. Promoted to Staff Attorney and then to Managing Attorney. Provided legal advice and court and administrative agency representation to lower income elders. Drafted and advocated for legislation on behalf of clients.

TEACHING

Boston University School of Public Health, 2012-present.

Adjunct Clinical Assistant Professor of Environmental Health. Co-teach Environmental Health Science, Policy and Law. Received Spring 2014 Excellence in Teaching Award.

Boston University Metropolitan College, Graduate Program in City Planning and Urban Affairs, 2010-present.

Adjunct Faculty. Teach Planning & Land Use Law; Environmental Law & Policy; and taught Environmental Justice & Sustainability.

Northeastern University School of Law, 2008.

Givelber Distinguished Adjunct Professor of Public Interest Law. Taught Environmental Justice Law.

OFFICE OF THE BOARD OF SELECTMEN

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DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 23, 2017

Eugene Benson
16 Hillsdale Road
Arlington, MA 02476

Re: Appointment: Redevelopment Board

Dear Mr. Benson:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, February 6th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: One Space On Street Overnight Parking @ 55 Brantwood Road

Summary:

Charlotte Pierce and David Wilcox

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	55_Brantwood_Road.pdf	Police Recommendations, Resident Request, Meeting Notice

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE

Frederick Ryan



Town of Arlington

MASSACHUSETTS 02474

POLICE HEADQUARTERS

112 Mystic Street

Telephone 781-316-3900

Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: February 1, 2017

RE: Overnight Parking Request - 55 Brantwood Road

At your request, we reviewed the petition by Ms. Charlotte Pierce and Mr. David Wilcox to have one overnight parking space in front of their residence at 55 Brantwood Road. At this time, The Traffic and Parking Unit has no objection to the issuance of one space. We would have reservations about granting more than one space at this time or any other time in the future.

If a space is granted, they should be advised that they are not allowed to park on the street during any declared snow emergencies or any other parking bans. They should also be advised that they are not allowed to park illegally at anytime, which would include parking on the sidewalk.

Cc: Frederick Ryan
Police Chief

Capt. Julie Flaherty
Support Services Commander

Lt. Paul Conroy
OIC / Traffic, Details and Licensing

Deputy John Kelly
AFD Operations

Adam Chapdelaine
Town Manager

"Proactive and Proud"

22 December, 2016

Marie Krepelka

Board of Selectmen
Town of Arlington
730 Mass Ave.
Arlington, MA 02476

Dear Ms. Krepelka:

We are writing to request a hearing before the Board of Selectmen on the possibility of an exemption on overnight parking at our house at 55 Brantwood Road.

We have a garage at our house on 55 Brantwood Road (see attached map) that was built in the 1920's to accommodate ONE car - most likely a Model T at that time! When two-car households became more common and cars were built larger, the sidewalk was fully paved (no grass strip) and used to have a beveled curb to allow a car to pull up onto the sidewalk for parking, according to police and town officials.

We've been living at 55 Brantwood since 1991 and are the 3rd owners. We have a Mini Cooper and a Volvo XC60 currently. On the advice of the Police Chief a few years ago, we started pulling up onto the sidewalk with 2 wheels, close to the garage. When we park end-to-end in the garage (like during snowstorms or other parking bans), the 2nd car completely blocks the sidewalk, which seems like a much worse situation than partially occupying it by bringing 2 wheels up on the paved sidewalk.

One week recently, we received four tickets in a row, based on "complaints" (see attachments). When I called Lt. Dan Kelly, he said they can't identify who's sending in the complaint, as the reporting system is "anonymous" (Is it really anonymous, even though the reports come in by email?). We have no negative relations with any of our neighbors, that we know of. We pay our taxes, volunteer and donate for local causes, and try to be good neighbors and citizens in general.

Is it possible to get a permanent exemption on the overnight parking regulation? Even a temporary long-term exemption would be appreciated while we figure out our options. I believe that we can't widen the garage because of Historical District restrictions, and deepening (and probably also widening) the garage would require drilling or blasting into solid granite; not something we, or likely our neighbors, would welcome!

We can't afford to pay \$25 per night for parking at a house we've been living in for 25 years! Please grant a hearing so that we can explore our options.

Sincerely,

Charlotte R. Pierce

Charlotte Pierce & David Wilcox

55 Brantwood Road, Arlington, MA 02476-8003
charlotte.pierce@gmail.com or dkw1@earthlink.net
781-258-9608 (Charlotte) or 781-258-7562 (David)

Google Maps 55 Brantwood Rd

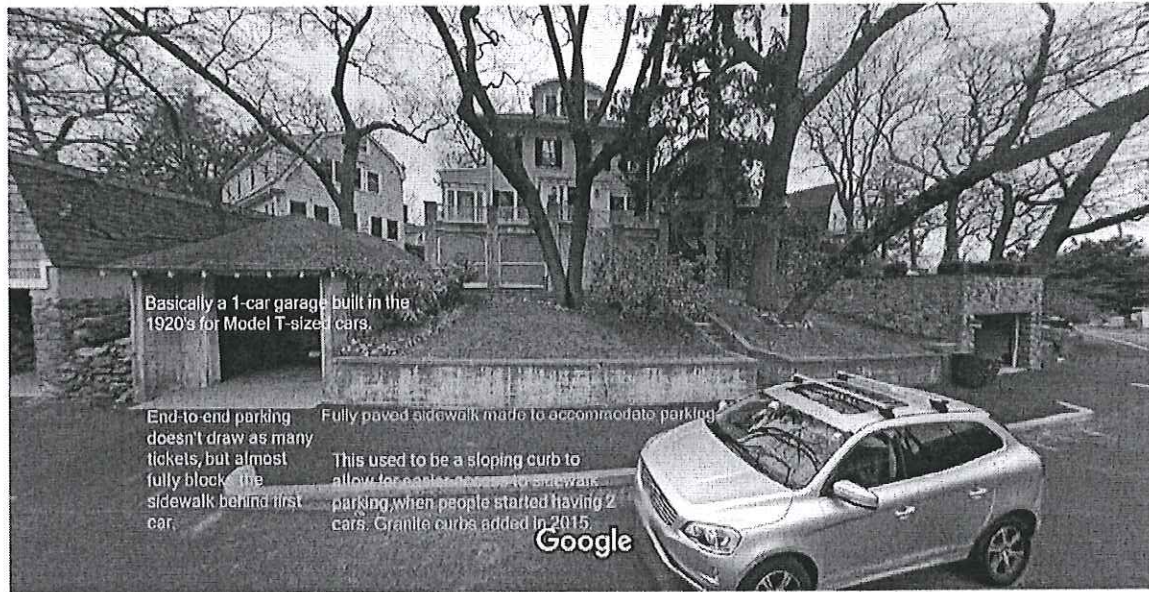



Image capture: Mar 2016 © 2016 Google

Arlington, Massachusetts

Street View - Mar 2016



VIOLATION				TOWN OF ARLINGTON				OFFICIAL USE	
A 950213-5									
STATE		OTHER (code)							
<input checked="" type="checkbox"/> MA		<input type="checkbox"/> <input type="checkbox"/>		1 F L 1 2 2					
PLATE COLOR		PLATE TYPE		VEHICLE MAKE		VEHICLE COLOR			
G <input type="checkbox"/> R <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>		PA <input checked="" type="checkbox"/> CO <input type="checkbox"/> OTHER <input type="checkbox"/>		VOLV		GRAY			
MONTH	DATE	YEAR	TIME	A.M. TO P.M.		A.M. TO P.M.			
12	15	16	115	P.M.		230		P.M.	
LOCATION									
RR ANTWOOD RD									
OFFICER				BADGE NO.		ROUTE			
				3505		4			

COMMENTS: CONVICTION

ESTABLISHED FINES

- | | | | |
|--|------|---|-------|
| <input type="checkbox"/> A1. Meter | \$15 | <input type="checkbox"/> B12. Crosswalk | \$25 |
| <input type="checkbox"/> Expired Voucher/Permit | | <input type="checkbox"/> B13. Bus Stop | \$100 |
| <input type="checkbox"/> No Voucher | | <input type="checkbox"/> B14. Taxi cab stand | \$25 |
| <input type="checkbox"/> B2. Overtime parking | \$15 | <input type="checkbox"/> C1. Hydrant (within 10') | \$100 |
| <input type="checkbox"/> B3. Not within designated parking area | \$15 | <input type="checkbox"/> C2. Obstructing driveway | \$25 |
| <input type="checkbox"/> B4. Wheels over 12" from curb | \$15 | <input type="checkbox"/> C3. Obstructing private way | \$25 |
| <input type="checkbox"/> B5. Wrong direction parking | \$15 | <input type="checkbox"/> C4. Failing to leave an unobstructed 10 foot lane of traffic | \$25 |
| <input type="checkbox"/> B6. Improper angle parking | \$15 | <input type="checkbox"/> C5. Along side or opposite any street excavation that would obstruct traffic | \$25 |
| <input checked="" type="checkbox"/> B7. All night parking (over 1 hr. between 1 A.M. - 7 A.M.) | \$25 | | |

VIOLATION				TOWN OF ARLINGTON				OFFICIAL USE	
A97-213-4									
STATE		OTHER (code)							
<input checked="" type="checkbox"/> MA		<input type="checkbox"/> <input type="checkbox"/>		1 F L		1 2 2			
PLATE COLOR		PLATE TYPE		VEHICLE MAKE		VEHICLE COLOR			
<input type="checkbox"/> G <input checked="" type="checkbox"/> R <input type="checkbox"/> OTHER		<input checked="" type="checkbox"/> PA <input type="checkbox"/> CO <input type="checkbox"/> OTHER		VOLVO		G2A1			
MONTH	DATE	YEAR	TIME						
12	22	16	9:00 A.M. TO 3:00 P.M.						
LOCATION									
56 BRANWOOD RD									
OFFICER					BADGE NO.		ROUTE		
WILKINS					3427		4		

COMMENTS: COMPLAINT

ESTABLISHED FINES

- | | |
|--|--|
| <input type="checkbox"/> A1. Meter \$15
<input type="checkbox"/> Expired Voucher/Permit
<input type="checkbox"/> No Voucher
<input type="checkbox"/> B2. Overtime parking \$15
<input type="checkbox"/> B3. Not within designated parking area \$15
<input type="checkbox"/> B4. Wheels over 12" from curb \$15
<input type="checkbox"/> B5. Wrong direction parking \$15
<input type="checkbox"/> B6. Improper angle parking \$15
<input checked="" type="checkbox"/> B7. All night parking (over 1 hr. between | <input type="checkbox"/> B12. Crosswalk \$25
<input type="checkbox"/> B13. Bus Stop \$100
<input type="checkbox"/> B14. Taxi cab stand \$25
<input type="checkbox"/> C1. Hydrant (within 10') \$100
<input type="checkbox"/> C2. Obstructing driveway \$25
<input type="checkbox"/> C3. Obstructing private way \$25
<input type="checkbox"/> C4. Failing to leave an unobstructed 10 foot lane of traffic \$25
<input type="checkbox"/> C5. Along side or opposite any street excavation that would obstruct |
|--|--|

VIOLATION

TOWN OF ARLINGTON OFFICIAL USE

A978982-4

STATE

OTHER (code)



MA



1 F L 1 2 2

PLATE COLOR

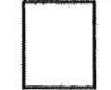
PLATE TYPE

VEHICLE MAKE

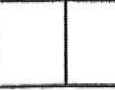
VEHICLE COLOR



OTHER



OTHER



VOLVO

GRAY

MONTH

DATE

YEAR

TIME

12

16

16

11:50

A.M.

P.M.

TO

2:30

A.M.

P.M.

LOCATION

BRANTWOOD RD

OFFICER

[Signature]

BADGE NO.

3509

ROUTE

4

COMMENTS: COMPLAINT

ESTABLISHED FINES

- | | | | |
|--|------|---|-------|
| <input type="checkbox"/> A1. Meter | \$15 | <input type="checkbox"/> B12. Crosswalk | \$25 |
| <input type="checkbox"/> Expired Voucher/Permit | | <input type="checkbox"/> B13. Bus Stop | \$100 |
| <input type="checkbox"/> No Voucher | | <input type="checkbox"/> B14. Taxi cab stand | \$25 |
| <input type="checkbox"/> B2. Overtime parking | \$15 | <input type="checkbox"/> C1. Hydrant (within 10') | \$100 |
| <input type="checkbox"/> B3. Not within designated parking area | \$15 | <input type="checkbox"/> C2. Obstructing driveway | \$25 |
| <input type="checkbox"/> B4. Wheels over 12" from curb | \$15 | <input type="checkbox"/> C3. Obstructing private way | \$25 |
| <input type="checkbox"/> B5. Wrong direction parking | \$15 | <input type="checkbox"/> C4. Failing to leave an unobstructed 10 foot lane of traffic | \$25 |
| <input type="checkbox"/> B6. Improper angle parking | \$15 | <input type="checkbox"/> C5. Along side or opposite any street excavation that would obstruct traffic | \$25 |
| <input checked="" type="checkbox"/> B7. All night parking (over 1 hr. between 1 A.M. - 7 A.M.) | \$25 | | |

VIOLATION				TOWN OF ARLINGTON				OFFICIAL USE	
A 957864-5									
STATE		OTHER (code)							
<input checked="" type="checkbox"/> MA				1 F		L		1 2 2	
PLATE COLOR		PLATE TYPE		VEHICLE MAKE		VEHICLE COLOR			
G <input type="checkbox"/> R <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>		PA <input checked="" type="checkbox"/> CO <input type="checkbox"/> OTHER <input type="checkbox"/>		VOLV		GRPY			
MONTH	DATE	YEAR	TIME		A.M.		A.M.		
12	21	16	0100		0315				
				P.M.		P.M.			
LOCATION									
55 BRANTWOOD									
OFFICER				BADGE NO.		ROUTE			
				4250		4			

COMMENTS: COMPLAINT

ESTABLISHED FINES

- | | | | |
|---|------|---|-------|
| <input type="checkbox"/> A1. Meter | \$15 | <input type="checkbox"/> B12. Crosswalk | \$25 |
| <input type="checkbox"/> Expired Voucher/Permit | | <input type="checkbox"/> B13. Bus Stop | \$100 |
| <input type="checkbox"/> No Voucher | | <input type="checkbox"/> B14. Taxi cab stand | \$25 |
| <input type="checkbox"/> B2. Overtime parking | \$15 | <input type="checkbox"/> C1. Hydrant (within 10') | \$100 |
| <input type="checkbox"/> B3. Not within designated parking area | \$15 | <input type="checkbox"/> C2. Obstructing driveway | \$25 |
| <input type="checkbox"/> B4. Wheels over 12" from curb | \$15 | <input type="checkbox"/> C3. Obstructing private way | \$25 |
| <input type="checkbox"/> B5. Wrong direction parking | \$15 | <input type="checkbox"/> C4. Failing to leave an unobstructed 10 foot lane of traffic | \$25 |
| <input type="checkbox"/> B6. Improper angle parking | \$15 | <input type="checkbox"/> C5. Along side or opposite any street excavation that would obstruct traffic | \$25 |
| <input type="checkbox"/> B7. All night parking (over 1 hr. between 1 A.M. - 7 A.M.) | \$25 | | |

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 31, 2017

Charlotte Pierce
55 Brantwood Road
Arlington, MA 02476

Dear Ms. Pierce:

The Board of Selectmen will be discussing your request for on street overnight parking at their meeting on Monday, February 6th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. You or your representative is invited to be in attendance at this meeting.

Kindly call the office of the Board of Selectmen to confirm the date and time with either Mary Ann or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Vote: a) Special Town Meeting, April 26, 2017

Summary:

b) Opening of Special Town Meeting Warrant, February 15, 2017
Diane M. Mahon, Chair



Town of Arlington, Massachusetts

Articles for Review

Summary:

- Article 21 Vote/Surveillance Study Group
- Article 22 Acceptance of Legislation/Senior Property Tax Work-Off Program
- Article 23 Acceptance of Legislation/Veteran Property Tax Work-Off Program
- Article 24 Acceptance of Legislation/Elderly and Disabled Taxation Fund
- Article 25 Acceptance of Legislation/CPI Adjustment for Elderly Residents

ATTACHMENTS:

Type	File Name	Description
Reference Material	Warrant_Article_Text.docx	Warrant Article Text #21,22,23,24 and 25
Reference Material	Letter_sent_to_10_registered_voter_article.pdf	Letter sent to 10 registered voter article 21
Reference Material	Town_Counsel_Comments_Re_2017_Annual_Town_Meeting_Articles_-_Senior__Veteran_and_Disabled_Tax_Relief_and_Surveillance_Study_Group.pdf	Town Counsel Memo 2.3.17 re: Articles 21, 22, 23,24, 25
Reference Material	Pooler_and_Tierney_comments.pdf	Deputy Town Manager and Assessor Memo re: Articles 22, 23, 24, 25
Reference Material	Board_of_Health_memo.pdf	Board of Health Memo re:, Warrant Articles #22,23,24 and 25
Reference Material	srevilak-warrant-article-statement.pdf	S. Revilak Comments, Warrant Article #21

ARTICLE 21**VOTE/SURVEILLANCE STUDY GROUP**

To see if the Town will vote to form a group to study the use of surveillance technologies by Town agencies; to study the impact of such surveillance technologies on privacy, civil liberties, and human rights; to determine if policy, oversight, or public input frameworks might be appropriate for the Town; or take any action related thereto.

(Inserted at the request of Stephen A. Revilak and ten registered voters)

ARTICLE 22**ACCEPTANCE OF LEGISLATION/SENIOR
PROPERTY TAX WORK-OFF PROGRAM**

To see if the Town will vote to accept Massachusetts General Law Chapter 59 Section 5K, in order to authorize Arlington to establish a program to allow residents age 60 and over to volunteer to provide services in exchange for a reduction in the real property tax obligations on the residents' tax bills, which reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 23**ACCEPTANCE OF LEGISLATION/VETERAN
PROPERTY TAX WORK-OFF PROGRAM**

To see if the Town will vote to accept Massachusetts General Law Chapter 59, Section 5N, in order to authorize Arlington to establish a program to allow veterans, to volunteer to provide services in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, which reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 24**ACCEPTANCE OF LEGISLATION/ELDERLY
AND DISABLED TAXATION FUND**

To see if the Town will vote to accept Massachusetts General Law Chapter 60 Section 3D, in order to authorize an Elderly and Disabled Taxation Aid Fund in Arlington. Such fund will be created to allow taxpayers of Arlington to voluntarily check off an amount not less than \$1 which shall increase the amount otherwise due, and to establish a Town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income. A Taxation Aid Committee to be appointed by the Board of Selectmen shall consist of the Chair of the Board of Assessors, the Town Treasurer and three residents to carry out the provisions of this article and to identify recipients of such aid; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 25**ACCEPTANCE OF LEGISLATION/CPI ADJUSTMENT
-----FOR ELDERLY RESIDENTS**

To see if the Town will vote to accept Massachusetts General Law Chapter 59 Section 5 Clause 41D, in order to authorize the Town to adjust annually, the gross receipts and whole estate, real and personal, as set forth in Clause 41C to increase by the amount set in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics, for each year; or take any action related thereto.

(Inserted by the Board of Selectmen)

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 27, 2017

Dear Registered Voter:

The Board of Selectmen will meet on Monday, February 6th at 7:15 p.m., Selectmen's Chambers, 2nd Floor, Town Hall, to discuss the Warrant Article petition that you signed.

Article Establish Group to Study Use of Surveillance Technologies

Please feel free to contact Mary Ann or Fran in my office at the above number to confirm or if you require any further information.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr

ARTICLE

**ESTABLISH GROUP TO STUDY USE OF
SURVEILLANCE TECHNOLOGIES**

To see if the Town will vote to form a group to study the use of surveillance technologies by town agencies; to study the impact of such surveillance technologies on privacy, civil liberties, and human rights; to determine if policy, oversight, or public input frameworks might be appropriate for the Town; or take any action related thereto.

(Inserted at the request of Stephen A. Revilak and ten registered voters)

Establish Group to Study
Surveillance Technologies
Steve Revilak

Stephen Revilak
111 Sunnyside Avenue
Arlington, MA 02474

Stuart Kleinman
113 Sunnyside Avenue
Arlington, MA 02474

Christopher Hamill
95 Sunnyside Avenue
Arlington, MA 02474

Julie Rioux
111 Sunnyside Avenue
Arlington, MA 02474

Lorraine Barra
49 Sunnyside Avenue
Arlington, MA 02474

James & Ariel Watriss
119 Sunnyside Avenue
Arlington, MA 02474

James Hurley
105 Sunnyside Avenue
Arlington, MA 02474

Jacob Benner
117 Sunnyside Avenue
Arlington, MA 02474

Gregory Conley
73 Fremont Street
Arlington, MA 02474

Daniel Swain
103 Sunnyside Avenue
Arlington, MA 02474





**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager
John Leone, Town Moderator
Proponents of Articles

From: Douglas W. Heim, Town Counsel

A handwritten signature in dark ink, appearing to read "DWH", enclosed within a circular scribble.

Date: February 3, 2017

Re: Annual Town Meeting Warrant Articles: Surveillance Study Group and Senior/Veteran
and Disable Tax Relief Articles

I write to provide the Board of Selectmen a summary of the above-referenced warrant articles to assist in the Board's consideration of these articles at its upcoming hearing on February 6, 2017. The majority of the scheduled articles for your review are so-called "acceptance of legislation" articles the Board elected to place on the warrant with the advice and assistance of the Council on Aging, Health and Human Services Director, and Town Manager. Representatives of those Town departments and bodies are expected to discuss pertinent details of the range of relief programs before you as well.

ARTICLE

VOTE/SURVEILLANCE STUDY GROUP

To see if the Town will vote to form a group to study the use of surveillance technologies by town agencies; to study the impact of such surveillance technologies on privacy, civil liberties, and human rights; to determine if policy, oversight, or public input frameworks might be appropriate for the Town; or take any action related thereto.

(Inserted at the request of Stephen A. Revilak and ten registered voters)

I expect the proponent of this article to present further details about the rationale for creating the anticipated study group and the potential scope of its work. My understanding is that the proponent is among a number of residents with concerns about the use of surveillance technology to monitor and record people in public spaces among other things. To my knowledge the proposed study group's mission would not be to focus exclusively on Arlington law enforcement. However, it should be noted that both neighboring and wider national conversations about police use of surveillance technology are likely to be germane.

In my opinion, a study group is advisable before any specific proposals are made in the form of bylaws or resolutions. Among the many matters a study group would be able to consider are: the intersection of individual privacy rights with private property rights, drone technology and air rights, the extent to which criminal procedure, state, and federal laws provide sufficient bases to address Fourth Amendment concerns, and of course, the feasibility of any proposed action within Arlington's form of government and the Manager Act. I note my appreciation for the proponent's thoughtful engagement of the Legal Office and other Town officials in developing this article.

ARTICLE

ACCEPTANCE OF LEGISLATION/SENIOR PROPERTY TAX WORK OFF PROGRAM

To see if the town will vote to accept Massachusetts General Law Chapter 59 Section 5K, in order to authorize Arlington to establish a program to allow residents age 60 and over to volunteer to provide services in exchange for a reduction in the real property tax obligations on the resident's tax bills, which reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; or take any action related thereto.

As the Board will recall the above warrant article is a straightforward “acceptance of legislation” provision, which seeks to offer Arlington seniors (defined as persons over the age of 60 in the statute) a means of reducing their local real property tax burden through approved volunteer “work off” initiatives approved by the Board of Selectmen. The work off reduction is in supplement to any other abatement or exemption for which a resident is qualified. The maximum reduction per one calendar year is \$1,500.00 and the rate of “pay” may not exceed the minimum wage of the Commonwealth.

Recent updates to this legislative option also afford communities the ability to allow an “approved representative” to perform the volunteer work for an eligible senior if such person is physically unable to provide the approved work services themselves.

A vote to authorize such a program AND exercise the “approved representative” option would be as follows:

VOTED: That the Town does hereby adopt Section 5K of M.G.L. Ch. 59, establishing a senior tax work off program as defined therein, including any subsequent amendments or modifications thereto, and elects to allow “approved representatives” to perform the services for the Town where otherwise eligible seniors are physically unable to do so themselves; such adoption shall be effective upon acceptance.

ARTICLE ACCEPTANCE OF LEGISLATION/VETERAN PROPERTY TAX WORK-OFF PROGRAM

To see if the town will vote to accept Massachusetts General Law Chapter 59, Section 5N, in order to authorize Arlington to establish a program to allow veterans, to volunteer to provide services in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, which reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; or take any action related thereto.

This article is also an “acceptance of legislation” provision, which seeks to offer Arlington service veterans (or their spouses under certain conditions), a means of reducing their local real property tax burden through approved volunteer “work off” initiatives approved by the Board of Selectmen. The work off reduction is in supplement to any other abatement or exemption for which a resident is qualified. The maximum reduction per one calendar year for veterans is \$1,000.00 and the rate of “pay” may not exceed the minimum wage of the Commonwealth.

As with the senior-oriented program, recent updates to this legislative option also afford communities the ability to allow an “approved representative” to perform the volunteer work for an eligible senior if such person is physically unable to provide the approved work services.

A vote to authorize such a program AND exercise the “approved representative” option would be as follows:

VOTED: That the Town does hereby adopt Section 5N of M.G.L. Ch. 59, establishing a veteran tax work off program as defined therein, including any subsequent amendments or modifications thereto and electing to allow “approved representatives” to perform the services for the Town where otherwise eligible veterans are physically unable to do so themselves; such adoption shall be effective upon acceptance.

ARTICLE ACCEPTANCE OF LEGISLATION/ELDERLY AND DISABLED TAXATION FUND

To see if the town will vote to accept Massachusetts General Law Chapter 60 Section 3D, in order to authorize an Elderly and Disabled Taxation Aid Fund in Arlington. Such fund will be created to allow taxpayers of Arlington to voluntarily check off an amount not less than \$1 which shall increase the amount otherwise due, and to establish a town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income. A taxation aid committee to be appointed by the Board of Selectmen shall consist of the Chair of the Board of Assessors, the Town Treasurer and three residents to carry out the provisions of this article and to identify recipients of such aid; or take any action related thereto.

As another means of assisting Arlington seniors with their real property tax obligations, acceptance of G.L. c. 60 §3D allows the Town to establish a fund and donation mechanism for defraying real estate taxes of seniors, as well as low income disabled persons. The legislation option allows the Town to designate a place on tax bills for donations for the fund for any amount greater than \$1.00, which essentially is due along with the tax bill. Such donated monies are held in a special account, and may be invested to further grow the fund.

Acceptance of this provision also establishes a five (5) member Taxation Aid Committee, which consists of the Chair of the Board of Assessors, the Town Treasurer, and three (3) residents appointed by the Board of Selectmen. The Committee must adopt rules for its

operation and the discharge of its duties in identifying and determining how to best assist eligible seniors and disabled low-income persons.

A vote to authorize such a fund and the Taxation Aid Committee would be as follows:

VOTED: That the Town does hereby adopt Section 3D of M.G.L. Ch. 60, establishing a elderly and disabled tax relief fund as defined therein, including any subsequent amendments or modifications thereto and establishing a Taxation Aid Committee as provided by the statute; such adoption shall be effective upon acceptance.

ARTICLE ACCEPTANCE OF LEGISLATION/CPI ADJUSTMENT FOR ELDERLY RESIDENTS

To see if the town will vote to accept Massachusetts General Law Chapter 59 Section 5 clause 41D, in order to authorize the Town to adjust annually, the gross receipts and whole estate, real and personal, as set forth in clause 41C to increase by the amount set in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics, for each year; or take any action related thereto.

Finally, an additional tool available for the Town to adopt as optional legislation is clause 41D of Section of M.G.L. c. 59. While adoption of this provision will not by itself reduce the tax burden on seniors, it will render more seniors eligible for an already existing exemption. In short, by adopting this provision, the Town can annually adjust the gross income and asset limit requirements which render seniors eligible for c. 41C tax exemptions according to the Consumer Price Index. Such an annual adjustment will better reflect income and assets relative to the cost of living and potentially make the exemption available to a wider net of Arlington seniors

A vote to authorize the CPI adjustment would be as follows:

VOTED: That the Town does hereby adopt Clause 41D of Section of M.G.L. Ch. 59, allowing an annual adjustment of senior income and asset eligibility requirements for certain tax exemptions according to the Consumer Price Index to better reflect the cost of living as provided by the statute; such adoption shall be effective upon acceptance.

APPENDIX: LEGISLATIVE MATERIALS FOR TAX PROGRAM ARTICLES

Part I

ADMINISTRATION OF THE GOVERNMENT

Title IX

TAXATION

Chapter 60

COLLECTION OF LOCAL TAXES

Section 3D

CITY OR TOWN AID TO ELDERLY AND DISABLED TAXATION FUND; VOLUNTARY CHECK OFF DONATIONS

Section 3D. A city or town which accepts the provisions of this section is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town may voluntarily check off, donate and pledge an amount not less than \$1 or such other designated amount which shall increase the amount otherwise due, and to establish a city or town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income.

Any amounts donated to said fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest said funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust fund investments, except as otherwise specified herein. The fund, together with the interest earned thereon shall be used for the purpose specified in this section without further appropriation.

In any city or town establishing an aid to the elderly and disabled taxation fund, there shall be a taxation aid committee to consist of the chairman of the board of assessors, the city or town treasurer and three residents of the city or town to be appointed by the mayor or board of selectmen as the case may be. Said board shall adopt rules and regulations to carry out the provisions of this section and to identify the recipients of such aid.

Part I

ADMINISTRATION OF THE GOVERNMENT

Title IX

TAXATION

Chapter 59

ASSESSMENT OF LOCAL TAXES

Section 5N

REDUCTION OF PROPERTY TAX OBLIGATION OF VETERAN IN EXCHANGE FOR VOLUNTEER SERVICES

Section 5N. In any city or town which accepts this section, the board of selectmen of a town, or in a municipality having a town council form of government, the town council or the mayor, with the approval of the city council in a city, may establish a program to allow veterans, as defined in clause Forty-third of section 7 of chapter 4 or a spouse of a veteran in the case where the veteran is deceased or has a service-connected disability, to volunteer to provide services to that city or town. In exchange for such volunteer services, the city or town shall reduce the real property tax obligations of that veteran on the veteran's tax bills and that reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; provided, however, that person shall not receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for the services provided pursuant to that reduction; and provided further, that the reduction of the real property tax bill shall not exceed \$1,000 in a given tax year. It shall be the responsibility of the city or town to maintain a record for each taxpayer including, but not limited to, the number of hours of service and the total amount by which the real property tax has been reduced and to provide a copy of that record to the assessor in order that the actual tax bill reflect the reduced rate. A copy of that record shall also be provided to the taxpayer prior to the issuance of the actual tax bill. The cities and towns shall have the power to create local rules and procedures for implementing this section in a way that is consistent with the intent of this section. Nothing in this section shall be construed to permit the reduction of workforce or otherwise replace existing staff.

The amount by which a person's property tax liability is reduced in exchange for the volunteer services shall not be considered income, wages or employment for purposes of taxation as provided in chapter 62, for the purposes of withholding taxes as provided in chapter 62B, for the purposes of workers' compensation as provided in chapter 152 or any other applicable provisions of the General Laws. While providing such volunteer services, that person shall be considered a public employee for the purposes of chapter 258 and those services shall be deemed employment for the purposes of unemployment insurance as provided in chapter 151A.

A city or town, by vote of its legislative body, subject to its charter, may adjust the exemption in this clause by: (i) allowing an approved representative for persons physically unable to provide such services to the city or town; or (ii) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title IX	TAXATION
Chapter 59	ASSESSMENT OF LOCAL TAXES
Section 5K	PROPERTY TAX LIABILITY REDUCED IN EXCHANGE FOR VOLUNTEER SERVICES; PERSONS OVER AGE 60

[First paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 5K. In any city or town which accepts the provisions of this section, the board of selectmen of a town or in a municipality having a town council form of government, the town council or the mayor with the approval of the city council in a city may establish a program to allow persons over the age of 60 to volunteer to provide services to such city or town. In exchange for such volunteer services, the city or town shall reduce the real property tax obligations of such person over the age of 60 on his tax bills and any reduction so provided shall be in addition to any exemption or abatement to which any such person is otherwise entitled and no such person shall receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for services provided pursuant to such reduction nor shall the reduction of the real property tax bill exceed \$1,000 in a given tax year. It shall be the responsibility of the city or town to maintain a record for each taxpayer including, but not limited to, the number of hours of service and the total amount by which the real property tax has been reduced and to provide a copy of such record to the assessor in order that the actual tax bill reflect the reduced rate. A copy of such record shall also be provided to the taxpayer prior to the issuance of the actual tax bill. Such cities and towns shall have the power to create local rules and procedures for implementing this section in any way consistent with the intent of this section.

[Second paragraph as amended by 2016, 218, Sec. 127 effective November 7, 2016. For text effective until November 7, 2016, see above.]

In any city or town which accepts the provisions of this section, the board of selectmen of a town or in a municipality having a town council form of government, the town council or the mayor with the approval of the city council in a city may establish a program to allow persons over the age of 60 to volunteer to provide services to such city or town. In exchange for such volunteer services, the city or town shall reduce the real property tax obligations of such person over the age of 60 on his tax bills and any reduction so provided shall be in addition to any exemption or abatement to which any such person is otherwise entitled and no such person shall receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for services provided pursuant to such reduction nor shall the reduction of the real property tax bill exceed \$1,500 in a given tax year. It shall be the responsibility of the city or town to maintain a record for each taxpayer including, but not limited to, the number of hours of service and the total amount by which the real property tax has been reduced and to provide a copy of such record to the assessor in order that the actual tax

bill reflect the reduced rate. A copy of such record shall also be provided to the taxpayer prior to the issuance of the actual tax bill. Such cities and towns shall have the power to create local rules and procedures for implementing this section in any way consistent with the intent of this section.

In no instance shall the amount by which a person's property tax liability is reduced in exchange for the provision of services be considered income, wages, or employment for purposes of taxation as provided in chapter 62, for the purposes of withholding taxes as provided in chapter 62B, for the purposes of workers' compensation as provided in chapter 152 or any other applicable provisions of the General Laws, but such person while providing such services shall be considered a public employee for the purposes of chapter 258, but such services shall be deemed employment for the purposes of unemployment insurance as provided in chapter 151A.

[Third paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]

A city or town, by vote of its legislative body, subject to its charter, may adjust the exemption in this clause by: (1) allowing an approved representative, for persons physically unable, to provide such services to the city or town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000.

[Third paragraph as amended by 2016, 218, Sec. 127 effective November 7, 2016. For text effective until November 7, 2016, see above.]

A city or town, by vote of its legislative body, subject to its charter, may adjust the exemption in this clause by: (1) allowing an approved representative, for persons physically unable, to provide such services to the city or town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,500.

M.G.L. c. 59 Section 5: Property Exemptions

Forty-first D, The amounts of the gross receipts and whole estate, real and personal, as set forth in clauses Forty-first, Forty-first B and Forty-first C, shall be increased annually by an amount equal to the increase in the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics, for such year. The department of revenue shall annually inform each city or town that accepts this clause of the amount of this increase. This clause shall take effect in a city or town upon its acceptance by such city or town. Acceptance of this clause by a city or town shall not increase its reimbursement by the commonwealth under this section.



**Town of Arlington
Office of the Town Manager**

**Sanford M. Pooler
Deputy Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: spooler@town.arlington.ma.us
Website: www.arlingtonma.gov**

TO: Board of Selectmen

FROM: Sandy Pooler, Deputy Town Manager and Paul Tierney, Assessor

DATE: February 3, 2017

RE: Warrant Articles 22-25

Article 22, Acceptance of Legislation/Senior Property Tax Work-Off Program.

This article would allow the Town of Arlington to create a program under which senior citizens could volunteer in Town offices and receive a reduction in their property tax bills. It is a common program in many Massachusetts cities and towns.

The volunteers will be credited with the equivalent of the minimum wage for hours volunteered, up to a maximum of \$1,500. The cost of the program will come from the Overlay Reserve. The Board of Selectmen will have the power to establish rules and regulations for the program, including determining the number of volunteer positions available each year and setting income eligibility standards. The Council on Aging Department will process applications, verify eligibility, work with Town Departments to place volunteers, and report the number of hours volunteered to the Assessor so he can apply the proper credits to volunteers' tax bills. The tax relief provided by this program is in addition to any other tax relief program currently offered. The relief is not considered income for Massachusetts income tax purposes, but is income for federal tax purposes.

Article 23, Acceptance of Legislation/Veteran Property Tax Work-Off Program.

This article would create a program identical to the Senior Work-Off program, except there is no age restriction for veterans and the maximum tax reduction is \$1,000. It is interesting to note that the Senior Tax Work-Off limit had also been \$1,000, up until the effective date of the Municipal Modernization Act (November 7, 2016). It may be the case that the Veterans' program limit will change similarly. The Board of Selectmen will have the power to establish similar rules and regulations. The COA Department will also oversee the program.

Article 24, Acceptance of Legislation/Elderly and Disabled Taxation Fund.

This article will allow the Town to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form that taxpayers may check off to donate an amount, not less than \$1, which will increase their bills, to a fund to be used to defray the real estate taxes of low income elderly and disabled residents.

The Treasurer will hold these funds and may invest them as he invests other trust funds. This article will also establish an Aid to the Elderly and Disabled Taxation Fund, overseen by a committee consisting of the Chairman of the Board of Assessors, the Treasurer, and three residents of Town, appointed by the Board of Selectmen. The committee may expend these funds without further appropriation.

Article 25, Acceptance of Legislation/CPI Adjustment of Elderly Residents.

Currently, certain property tax exemptions for elderly taxpayers have income and asset caps below which applicants for the exemptions must fall in order to qualify for the exemptions. This article would allow those caps to rise each year at the rate of increase of the Consumer Price Index. The State would notify the Town of the increased figure each year. The Town receives Cherry Sheet reimbursement for the current amount of exemptions, up to \$500 per taxpayer and that reimbursement will not be affected by the changes to be adopted in this article.

Current Exemption Income and Asset Caps

Clause	Qualifications	Maximum Income	Maximum Assets	Max Exemption
41C	Age 65 of older-Single	\$24,523	\$40,000	\$1,300.00
41C	Age 65 or older-Married	\$36,785	\$55,000	\$1,300.00



Town of Arlington
Department of Health and Human Services
Office of the Board of Health

27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

MEMO

TO: Adam Chapdelaine, Town Manager

FROM: Christine Bongiorno, Director of Health and Human Services

DATE: February 1, 2017

RE: Property Tax Assistance Programs

This office, in coordination with the Council on Aging, Veterans Council and Commission on Disability, worked with the Board of Assessors to develop a comprehensive proposal for tax relief which is listed below. The Board of Assessors has had a long history of supporting residents through property tax relief programs. The list below improves the current offerings by adding new programs and increasing the income and asset limits for one exemption.

Tax Relief Proposals for Seniors, Veterans and Disabled Residents

Acceptance Legislation/Senior Property Tax Work Off Program	The work off program will be managed by the Council on Aging, there will be a maximum of 20 residents in fiscal year 2018, each will work in a town office providing direct support for 136 hours in exchange for \$1,500 which will be applied to the property tax bill. Program is for residents age 60 and over.
Acceptance of Legislation/Veteran Property Tax Work Off Program	This program is designed to support Veterans, each resident eligible will work 90 hours in exchange for \$1,000 which can be applied to the property tax bill. This program will be managed by the Council on Aging.
Acceptance of Legislation/Elderly and Disabled Taxation Fund	Adoption of this legislation will allow the Treasurer to add a donation check off box on the tax bill to collect funds for elderly and disabled residents needing tax relief. State law provides guidance on establishing the fund and the committee to distribute the funds.
Acceptance of Legislation/CPI Adjustment for Elderly Residents	Arlington has accepted the clause 41C exemption but the income and asset limits are low. Accepting this legislation will increase the income and maximum asset limits each year to keep in line with the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics.

111 Sunnyside Avenue
Arlington, MA 02474
January 31, 2017

Board of Selectmen

730 Mass. Ave.
Arlington, MA 02476

Dear Board of Selectmen,

This statement is in regards to the warrant article “to establish a group to study the use of surveillance technologies”. I would like to explain my motivations for proposing this article, and why I believe it’s important for the town to start thinking about surveillance technologies from a policy perspective. My motivations fall into three categories: (1) ordinances passed, or under consideration by other municipalities, (2) surveillance camera deployments by the Arlington Housing Authority (particularly those which occurred on or around December 2016), and (3) studies of CCTV deployments, conducted in the UK and the United States.

(1) Ordinances passed, or under consideration by other municipalities

I attended a the 11/26/2016 meeting of the Cambridge City Council, where the council considered POR 2016-310, “An Act to Promote Transparency and Protect Civil Rights and Civil Liberties With Respect to Surveillance Technology”. The city council voted 7–0 in favor of the Act, referring it to the city’s ordinance committee for transcription. As I understand, this is a starting point for negotiations between the City Council and Cambridge Police, regarding city use of surveillance technologies.

The Cambridge Act proposes several things: (1) it would require public hearings before the acquisition or use of surveillance technologies; (2) it would require city agencies to develop usage policies for surveillance equipment; (3) it would require city agencies to submit surveillance impact reports, to assess impacts on civil liberties, civil rights, and cost; (4) it would require annual reporting of how said surveillance technologies were used; and (5) it specifies penalties for violation of the Act.

Santa Clara’s Finance and Government Operations Committee (FGOC) passed a similar ordinance in 2016. The Santa Clara ordinance uses different language but proposes many of the of the same things: requirements for public input, written policies, a determination that benefits outweigh costs and concerns, and annual reporting.

While the language of these ordinances might not be appropriate for the Town (and may not be viable under Arlington's Town Manager Act), I do believe that the broad policy objectives are worth thinking about. Namely, the requirements for public input, the drafting of clear and publicly available usage policies, and periodic reporting to ensure that that actual use of these technologies remains consistent with the purported use.

(2) Surveillance Camera Deployments by the Arlington Housing Authority

During December 2016 (or thereabouts), the Arlington Housing Authority (AHA) installed fifteen surveillance cameras in and around a block of Precinct 1, bordered by Sunnyside Avenue, Memorial Way, and Gardner Street. Twelve of these cameras were installed directly on AHA property; one was installed on a light pole in the street right of way in front of 2-4 Memorial way; and two were installed across the street from AHA property, on a utility pole in front of 115 Sunnyside Ave. Collectively, these cameras capture views of AHA property and surrounding public ways. For example, residents of the northern block of Sunnyside Ave were filmed each time they came from or went to their homes. These cameras were installed without notice, and without public input.

During late December, I visited each of AHA's properties – Drake Village, Chestnut Manor, Cussack Terrace, Winslow Towers, and Menotomy Manor – to inventory their outdoor surveillance cameras. I counted 74 cameras at the time, indicating that the density of 15 cameras/block is not unusual for the AHA. By comparison, the Arlington Public Safety Building on Mystic Street has eight outdoor cameras.

After negotiations, AHA agreed to remove the two cameras on Sunnyside Ave, and did so on Tuesday Jan. 19th.

The Arlington Housing Authority provides affordable housing to Arlington residents, which is important, crucial work for our community, and they were willing to listen to my neighborhood's concerns regarding the new camera installations. However, I do find their use of surveillance cameras disproportionate and concerning.

(3) Studies of CCTV deployments

In my discussions with AHA staff and board of directors, I was told that the cameras were to protect AHA property, to keep the neighborhood safe, and to prevent crime. This led me to ask the question "How effective are surveillance cameras at preventing crime?". I presumed there was a body of research in this area, and sought out studies of CCTV programs, beginning with the UK.

Hawkeye – a system of 646 cameras in 60 London parking facilities – is arguably the UK’s success story for CCTV. The target area saw a 73% reduction in vehicle crime, compared to a 10% reduction in the control area. However, the success of Hawkeye cannot be attributed to cameras alone: the camera installations were accompanied by confounding factors such as improved lighting and fencing. Therefore, the improvements are the combined effects of a multi-faceted program, rather than the individual effects of any single factor.¹

Other CCTV programs in the UK produced less positive, and/or less conclusive results. Most failed to achieve a statistically significant reduction in crime rates, and in some cases, crime rates went up (albeit by a statistically insignificant amount). A 2005 Home Office report concluded:

It would be easy to conclude from the information presented in this report that CCTV is not effective: the majority of the schemes evaluated did not reduce crime and even where there was a reduction this was mostly not due to CCTV; nor did CCTV schemes make people feel safer, much less change their behavior. That, however, would be too simplistic a conclusion, and for several reasons.²

This general conclusion is echoed by a 2008 Study of San Francisco’s Community Safety Camera program. Here, researchers found “no evidence of an impact of the Community Safety Cameras on violent crime”³ and “no evidence of any effect of the cameras on drug incidents, or on prostitution, vandalism, and incidences described as suspicious occurrences”⁴. The authors did, however, find “statistically significant and substantial declines in property crime” within 100 feet of camera locations.⁵

The San Francisco study took a critical view of the program’s managerial aspects, and even suggested that the program be discontinued if these shortcomings were not addressed.⁶ This was one of the more enlightening parts of the report. Modern surveillance camera systems are large information technology projects, complete with all the pitfalls and entanglements that large IT projects have to offer. There are

¹ *The Impact of CCTV: Fourteen Case Studies*. Home office Online Report 15/05. Martin Gil, et al. pg. 6–8

² *Assessing the Impact of CCTV*. Home Office Research Study 292. Martin Gil and Angela Spriggs. 2005. pg. 115

³ *The San Francisco Community Safety Camera Program*. Study by the UC Berkeley Center for Information Technology Research in the Interest of Society. Jennifer King, et al. 2008. pg. 11

⁴ *ibid.* pg. 12

⁵ *ibid.* pg. 11

⁶ *ibid.* pg. 144

technical challenges, resource challenges, and process challenges. One cannot simply plug in a couple of cameras and expect miracles to happen.

* * *

In conclusion, I have proposed the surveillance study article for a variety of reasons: privacy and civil liberties, policies surrounding the use of surveillance technologies, program management, and fitness for purpose (i.e., where surveillance technologies like CCTV are used, are they the most effective means of solving the problem at hand?). As these technologies become cheaper and easier to acquire, I would like to see the town examine some of these issues, and consider policies that might be appropriate.

This statement cites several background resources, which I've collected at https://www.srevilak.net/wiki/Local_Surveillance_Ordinances. I invite members of the board to examine this material for themselves, if they desire to do so.

Sincerely,

Stephen A. Revilak



Town of Arlington, Massachusetts

Request Closing Eustis Street Northbound 4:00 p.m. - 6:30 p.m.

Summary:

Dr. Rebecca and Dr. David Porteous, 14 Eustis Street

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Porteous_CR.pdf	Correspondence from Drs. Porteous, Meeting Notice

Dear Board of Selectmen,

Jan 23
2017

I am writing to ask that you consider closing our road to through traffic heading north during the evening rush-hour from 4pm - 6³⁰pm. During the summer we noticed an enormous increase in traffic during this time (as many as 200+ cars) using our road to cut off the highway (Rte 2) and avoid Park Avenue.

We have a child with Down Syndrome and are quite worried that he could stumble towards the street (while helping

collect trash barrels, for instance) and be hit. People drive quickly and are often texting - perhaps because they have just left the highway. There are 13 young children on our street, and all of the parents with whom I spoke are very concerned about the volume of traffic. Also, in the winter it is dark during most of this time.

We realize that many people use our street to get to Brackett School but 4-6³⁰pm falls after regular school dismissal by over an hour. Would you

please consider shutting our road to
through traffic north-bound from 4-6³⁰pm;

TRADER JOE'S®



Thank you.

(14 Eustis Dr)

Dr. Rebecca Porteous
(Dr. David Porteous)
+1-781-316-1818

TJ BLANK



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OFFICE OF THE BOARD OF SELECTMEN

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730 MASSACHUSETTS AVENUE
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 26, 2017

Dr. Rebecca Porteous
Dr. David Porteous
14 Eustis Street
Arlington, MA 02476

Dear Dr. Rebecca and Dr. David Porteous:

We are in receipt of your correspondence of January 23rd in which you discuss traffic concerns on Eustis Street.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the February 6th Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Meeting of BoS February 27, 2017